



# Campaign Finance Software

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## *Handbook of Instructions*

**November 2005**



### **2006 Election Cycle**

*Welcome from the Arizona Capitol in Phoenix. The Secretary of State's Office publishes this booklet for those interested in how to use our Campaign Finance Software. Your comments about any of our publications are appreciated.*

**JAN BREWER**  
Secretary of State

# A message from Secretary Brewer

*A publication of the Arizona Secretary of State's Office  
State Capitol, Phoenix, Arizona*

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November 30, 2005

Thank you for your interest in learning more about Arizona's campaign finance reporting software program. This publication contains the instructions for the 2006 campaign finance software.

Additional copies of this publication can be obtained by calling my office at 602-542-8683 or 1-877-THE VOTE. In addition, this publication can be downloaded from my website at [www.azsos.gov](http://www.azsos.gov). Refer to the Election link.

If you need further assistance, please contact one of the numbers listed above.

Sincerely,

A handwritten signature in cursive script that reads "Janice K. Brewer".

Janice K. Brewer  
Arizona Secretary of State

For additional copies of this booklet send your request to:  
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**Requests for reasonable alternate formats and/or accommodations can be made in advance by contacting the Secretary of State coordinator at (602) 542-4285.**

## Campaign Finance Reporting Dates<sup>1, 2.</sup>

### 2006

*Pursuant to A.R.S. §§ 16-913(B),(C) and 16-916(D)*

<b>NAME OF REPORT</b>	<b>TIME PERIOD COVERED IN REPORT</b>	<b>REPORT DUE BETWEEN</b>
January 31 report	Nov 23, 2004 through Dec 31, 2005	Jan 1 and Jan 31, 2006
June 30 report	Jan 1, 2006 through May 31, 2006	June 1 and June 30, 2006
Pre-Primary report	June 1, 2006 through Aug 23, 2006	Aug 24 and Aug 31, 2006
Post-Primary report	Aug 24, 2006 through Oct 2, 2006	Oct 3 and Oct 12, 2006
Pre-General report	Oct 3, 2006 through Oct 18, 2006	Oct 19 and Oct 26, 2006
Post-General report	Oct 19, 2006 through Nov 27, 2006	Nov 28 and Dec 7, 2006

<sup>1.</sup> *This table does not include additional filing deadlines provided for by the Citizens Clean Elections Act. Please see Title 16, Chapter 6, Article 2, available from the Secretary of State's Office and materials provided by the Citizens Clean Elections Commission.*

<sup>2.</sup> *This table does not include additional filing deadlines in effect for standing political committees as required by A.R.S. §16-913(K). Please visit [www.azsos.gov](http://www.azsos.gov) or call 602-542-8683 for specialized table.*

Issued by  
**Janice K. Brewer**  
Arizona Secretary of State

Office Revision 01/01/2005

## What's New for 2006

Since the publication of the last version of the Campaign Finance Software, Handbook of Instructions was printed in January of 2004, here are a few highlights of what's new:

If your political committee is registered as a **Standing Committee**, your committee now **only files nine (9) campaign finance reports** every year. Previously, Standing Committees reported ten (10) times a calendar year and the duplication of the June 30<sup>th</sup> filing has been removed.

For campaign finance reports with the Secretary of State, your committee may now utilize a **commercial delivery service** to delivery your filings on disk to the Secretary of State. The date of delivery confirmation constitutes the date of filing. This service is in addition to delivery by the United States Postal Services to achieve timely filing and avoid late fees.

The 2006 campaign finance software no longer uses the *Write Check/ Make Expenditure* screen when paying for an expense as it is incurred. This new feature is named **Record an Expenditure** and the screen is labeled *Enter Expenditure*.

The updated software also allows a committee the convenience of printing all fields in the Accounts List. Your committee may now view and **print a current list of all accounts** in *List, Accounts* by clicking on the print button on the account screen.

To aid committee treasurers in data entry input, your committee has the option to **turn off the confirmation sounds** when entering transactions and expenditures. This feature is located in the *Preferences* section of the software.

A **List of Important Dates** is now linked to the updated campaign finance software. Through the software, committees may access important dates and deadlines critical to the election filing process.

Finally, the updated software contains the **new filing periods and filing deadline dates**, the **campaign contribution limits** established for the upcoming election, the biennially adjusted limits for the **Citizens Clean Elections Act trigger reporting thresholds**, and the ease of use for continued filing of campaign finance reports past November 27, 2006, by including the **first filing period** for the 2007-2008 election cycle.

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## **Notices**

### **The Scope of this Handbook**

This handbook is chiefly intended to help political committees at the state level to understand and comply with the laws of the state relating to campaign finance reporting and to provide some technical assistance and practical guidance on how to use the Secretary of State's campaign finance software to facilitate such reporting. Much of this handbook may be useful to political committees in other Arizona jurisdictions as well.

At the state level, after enactment of the Citizens Clean Elections Act, candidates have the option of two distinct financing programs for statewide and legislative candidate campaigns. Candidates may elect to finance their campaign through either private or public funding. The Clean Elections Act created additional guidelines and reporting requirements for both “participating” and “non-participating” candidate committees. This handbook attempts to detail those additional guidelines and requirements that apply to both participating and non-participating candidates. The Citizens Clean Elections Commission (CCEC) has principal jurisdiction over participating candidates. The CCEC has issued its own handbook that interested candidates may obtain by contacting the CCEC at 602-364-3477.

### **A Note on Authority**

Users should take note that the information in this handbook should not be considered as having the same weight and authority as the Arizona Revised Statutes (A.R.S.), established court decisions, attorney general opinions or CCEC rules and regulations. In the event any information conflicts, this handbook is not controlling and users must instead follow relevant legal authority.

Additionally, the information contained in this handbook is not a satisfactory substitute for legal counsel. If you believe that you or your organization could be adversely affected in any matter relating to the subject matter contained herein, you should seek the professional assistance of an attorney.

### **Find an Error?**

Every effort has been made to present accurate and reliable information. However, this handbook may contain some inadvertent errors. The Secretary of State would appreciate your kindness in notifying our office of any inaccuracies by calling us toll free within Arizona at 1-877-THE VOTE, or by sending an e-mail to [elections@azsos.gov](mailto:elections@azsos.gov).

## **Campaign Finance Reporting: Legal Guidelines**

### **Helping You Understand the Law: The Five Questions of Campaign Finance Reporting**

#### **Who?**

##### **Who is required to file campaign finance reports?**

All those who have filed a Statement of Organization to register a political committee must file campaign finance reports. The treasurer of the committee has the responsibility for filing all requisite reports. A committee that organizes, even if it was only in existence for a few days, will owe at least one campaign finance report to comply with the law, which requires an accounting for each day the committee was in existence.

##### **Who is allowed an exemption?**

Those who elect to organize a committee by filing a \$500 Threshold Exemption Statement, committing to raise or spend less than \$500 for the campaign, are not required to file campaign finance reports.

##### **Who is required to file more than the six (6) period reports?**

- ❑ Under the Clean Elections Act, all candidate committees are required to file additional reports. Non-participating candidates who raise or spend above certain levels are required to file notifications under the Clean Elections Act. [A.R.S. §§ 16-941 & 16-958] (Please see non-participating Candidate Reporting for a discussion of these additional reporting requirements) Participating candidates must observe regulations established by the Citizens Clean Elections Commission (CCEC) that require campaign finance activity to be reported at specific points during the election cycle. (See CCEC Handbook)
- ❑ Standing political committees, committees that have been active in multiple jurisdictions for more than a year AND that make an application for standing committee status, must file nine (9) reports annually. [A.R.S. § 16-913(K)]

##### **Must a candidate who does not raise any money file campaign finance reports?**

All candidates must designate a political committee. [A.R.S. § 16-903(A)] However, if the candidate does not intend to raise or spend more than \$500 on the campaign (including personal money), he or she may file a \$500 Threshold Exemption Statement. Reporting is not required for \$500 Threshold Exemption committees. If the candidate eventually exceeds the \$500 threshold, a Statement of Organization must be filed within five business days. Reporting is then required. [A.R.S. § 16-903(A)]

**Does every committee and every candidate have to file a Statement of Organization?**

When a candidate seeks office or when two or more people work together to try to get an issue on the ballot, to recall a public official, or to influence the result of an election, a “political committee” exists. [A.R.S. § 16-901(19)] Under Arizona law, all political committees are required to register. A Statement of Organization must be filed if the committee intends to receive or expend more than \$500. A \$500 Threshold Exemption Statement may be filed if financial activity is intended to not exceed \$500. Registration must occur before circulating petitions, distributing literature, receiving contributions, or making expenditures.

**Who has access to campaign finance reports?**

All filings are public records and are posted on the Internet for public examination once they are filed.

**Who is responsible for keeping a record of campaign activity?**

This is the duty of the committee treasurer. The treasurer is responsible for making sure that the financial activity that is reported is complete and accurate. [A.R.S. § 16-904] In the case of a candidate campaign committee or an exploratory committee, the candidate or designated individual shares in this obligation.

**Who is responsible for filing reports?**

This is the duty of the committee treasurer. Treasurers maintain control of electronic reporting via the committee’s “personal identification number” or (PIN). In the case of a candidate campaign committee or an exploratory committee, the candidate or designated individual is responsible for ensuring that reports are filed in a complete and timely fashion.

## What?

### What is a contribution?

A contribution is anything of value that your committee receives. When you report contributions, they fall into the following categories:

- ❑ **Monetary:** This category includes cash, checks, money orders, and payroll deduction contributions. Monetary contributions also include any fees for participation in a fundraising event or proceeds from the sale of campaign mementos.
- ❑ **Loans:** This category includes loans of money, credit or advances that are contributed to your committee, and your committee has agreed to pay back to the contributor. Only the unpaid balance of a loan is considered a contribution, so as you pay the loans back, make sure you report the payments made.
- ❑ **In-kind goods and services:** This category includes such things as wood for signs, printing, paper products, mailing lists, or service in designing your campaign logo. In-kind contributions must be reported at their fair market value, which is the price it would cost someone else (*e.g.* an opponent) to purchase the same thing. If the committee receives a special discount, one not available to the general public and given as a favor to the committee, the amount of the discount equals an in-kind contribution.

### What are some contributions that are exempted for candidate committees?

If you are a candidate's campaign committee or an exploratory committee, some of the money, loans, and in-kind goods and services you receive are not considered contributions and do not have to be reported. [A.R.S. § 16-901(5)(b)] The following are the most common examples:

- ❑ **Professional services** of an accountant or lawyer that are donated to a political committee are exempt from reporting **only if** the services are paid for by the regular employer of the individual rendering the services (a client is not an "employer") **and** the services are given solely for the purpose of compliance with Arizona election law set forth in A.R.S. Title 16, "Elections and Electors".
- ❑ **Volunteer time** spent working on your campaign on activities such as stuffing envelopes, knocking on doors, calling voters, etc.
- ❑ The use of **public places** that are usually free to the public, such as church recreation halls.
- ❑ **Up to \$100** of expenditures for invitations, food and beverages, spent by an adult **hosting a fundraiser** for you **only if** the fundraiser is held at the person's home or in a church or community room. If two adults who live in the same house host a fundraiser, each can spend up to \$100 for invitations, food and beverages.
- ❑ **Bank loans** made in the ordinary course of business, such as overdrafts or credit reserve on your committee account.

**What are contribution limits?**

Contribution limits are restrictions on the level of financial support that a candidate's campaign committee or exploratory committee may accept from supporters. [A.R.S. § 16-905] There are different limits for candidates who are participating in funding from the CCEC and those who are not. Limits are adjusted by the Secretary of State biennially for every election cycle. See **Tables**(page 27) for limits that are in place for the 2005-2006 elections.

**What are the exemptions to contribution limits?**

There is no limit on the contributions of money, loans or in-kind goods and services that a candidate or a candidate's family member may contribute to the candidate's campaign committee, as long as the candidate is not participating in funding from the Citizens Clean Elections Commission. [A.R.S. § 16-905(F)] This same exemption also applies to a designated individual of an exploratory committee and his or her family.

Family members are parents, grandparents, spouses, children, siblings, or the parents and spouses of any of these relatives. Their contributions are termed "personal monies". Be sure to keep track of the total amount of these contributions so that the committee can comply with personal monies notification requirements. See **Tables**(page 27) for notification thresholds. Contributions from minor children are attributed to parents.

**What should be done if a contribution is accepted which exceeds the limit?**

A candidate or designee who mistakenly accepts a campaign contribution, whether monetary or in-kind, that exceeds the statutory limit must reimburse the donor immediately for any amount that exceeds the limits.

**May a candidate accept contributions from foreign nationals?**

Federal law prohibits the acceptance of campaign contributions made by foreign nationals [2 U.S.C. §§ 441(e) and 441(f)]. Federal law also prohibits acceptance of contributions in the name of another.

## When?

### **When do I have to start filing Campaign Finance Reports?**

Committees must report to account for each day of existence. Existence begins on the filing date of the Statement of Organization. The initial filing date will fall within a specific reporting period. The committee's first report will be for that particular reporting period and must be filed during the filing period of the report. The committee must file all subsequent reports until the committee is terminated by filing a Termination Statement and a final zero balance campaign finance report.

### **When are the deadlines for filing period reports?**

See **Tables**(page 27) for the campaign finance report-filing schedule for the 2006 cycle. Deadlines are also posted on the Secretary of State's Campaign Finance Web page. Committees have the responsibility of being aware of upcoming deadlines. *The Secretary of State's office is not required to send reminder notices.*

Non-participating candidate committees must observe additional filing requirements, called "trigger" reports, and are consequently faced with additional deadlines for filing reports and notifications with the Secretary of State. See **Tables**(page 27) for these additional reporting requirements.

### **What if the filing deadline is on a Saturday, Sunday or legal holiday?**

If the legal filing deadline falls on a weekend or holiday, committees have until the next working day to file the report.

### **What is "on-time" filing?**

Reports that are electronically submitted on or before the deadline date and during the report due between dates are timely filed. Diskette filings must be received at the Secretary of State's office by 5:00 p.m. of the deadline date. The exception to this requirement is made for those who mail diskettes via certified mail service from the United States Postal Service or from a commercial delivery service. In this instance, the postmark or date of delivery confirmation serves as the filing date. Internet filings must be received by midnight of the deadline date.

Submission of paper reports will not be considered a valid filing and cannot be used to prevent late penalties. Reports must be **electronically** submitted on or before the deadline date and during the report due between dates.

**When can I stop filing campaign finance reports?**

The committee may stop filing reports once the committee has been appropriately terminated. Appropriate termination includes the filing of a zero balance report and a Termination Statement. The last report may be filed early and must contain activity for each day up to the termination date. Committees do **NOT** terminate simply by filing a report with a zero balance or by the fact that a candidate lost an election. A Termination Statement and a zero balance report must be filed before a committee is terminated.

**Can an extension be granted on the due date for a campaign finance report filing?**

Arizona law does not provide filing officers any authority to give extensions.

**What are the consequences of filing late?**

The filing officer will send one "Failure to File Notice" to any committee that fails to timely file a report. The notice will be sent out ten business days after the filing deadline. Late filing penalties begin to accrue the day after the deadline at a rate of \$10 per day [A.R.S. § 16-918] Additional late filing penalties may also be assessed by the Citizens Clean Elections Commission. [A.R.S. § 16-942]

## **Where?**

### **Where do I file my report?**

Statewide and legislative candidate committees and all other political committees registered with the Secretary of State must file reports electronically with the Secretary of State's office. [A.R.S. § 16-916(B)] County candidates and political committees, as well as school board and special district candidates, file with the county officer in charge of elections. Local, city or municipal candidates and local, city or municipal political committees file with the city or town clerk.

## How?

### **How do I file reports?**

The law requires electronic filing of all reports filed with the Secretary of State's office. There are two methods of electronic filing. Committees may file via the Internet or by submitting a diskette. Please refer to the **Electronic Filing** (page 82) section for technical instructions on electronic filing.

Committees registered with local jurisdictions such as cities, towns, counties, and districts will continue to file campaign finance reports as directed by their filing agency. The campaign finance software provided by the Secretary of State has the ability to print paper reports that may be filed, as directed, with these other jurisdictions.

Submission of paper reports to the Secretary of State's office will not be considered a valid filing and cannot be used to prevent late penalties. Reports must be electronically submitted on or before the deadline date and between the report due dates.

### **How do I ensure my report is filed on time?**

Diskette filings must be received at the Secretary of State's office by 5:00 p.m. on the last day of filing. The exception to this requirement is made for those who mail diskettes via certified mail service from the United States Postal Service or from a commercial delivery service. The postmark or date of delivery confirmation serves as the filing date. Internet filings must be received by midnight of the deadline date.

Submission of paper reports to the Secretary of State's office will not be considered a valid filing and cannot be used to prevent late penalties. Reports must be electronically submitted on or before the deadline date and between the report due dates.

### **How do I know if contribution limits apply to my committee?**

Contribution limits apply to amounts that may be received by candidate and exploratory committees. Total contributions by an individual to candidates and committees who give to candidates is based on calendar year. [A.R.S. § 16-905(E)]

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## **Campaign Finance Forms**

**Forms included are:**

**Statement of Organization**  
**\$500 Threshold Exemption Statement**  
**Annual No-Activity Statement**  
**Termination Statement**  
**Software Registration**

**Additional forms for Participating candidates are available from the  
Citizens Clean Elections Commission.**

**Citizens Clean Elections Commission**  
**1616 W. Adams, Suite 110**  
**Phoenix, AZ 85007**  
**(602) 364-3477**

**Please Note:** The forms contained in this handbook may have a somewhat different appearance than the forms that are printed by the campaign finance software. The Secretary of State's office will accept either version.

## Statement of Organization

### What does this form accomplish?

- 1) Establishes a political committee that intends to receive or spend more than \$500.
- 2) Used to report any change in committee information or status.
- 3) Used as an application for standing committee status.

### How do I complete it?

To establish a committee:

- Fill out committee name and contact information. For ballot measure committees, name shall include official petition serial number. [A.R.S. § 16-902.01(F)]
- In the appropriate block, give the name and address of the sponsoring organization [A.R.S. § 16-902(B)], if any, along with the type of organization and the relationship to the committee.
- Check box to affirm committee type. For a ballot measure committee, check box as to whether the committee supports or opposes the passage of the ballot measure. [A.R.S. § 16-902.01(F)]
- Fill in committee chairman and treasurer contact information
- Indicate choice of banking institution
- Obtain signatures of chairman and treasurer

To report changes:

- Follow the same process for establishing a committee, completely filling out the form and check the "Amended Statement" box at top of form.
- Add information that has been changed into the appropriate field(s).

To apply for standing committee status:

- Follow the same procedure for establishing a committee.
- Add notarized signature of chairman and treasurer on backside of form.

### Any practical tips?

- ✓ Remember that in the case of a candidate's campaign committee, the committee's name must include the name of the candidate or, if an exploratory committee, the name of the individual who designated the committee. [A.R.S. § 16-903]
- ✓ For candidate committees, the candidate may serve as both chairman and treasurer. For all other committees, different individuals must occupy these posts.



**STATE OF ARIZONA  
POLITICAL COMMITTEE  
STATEMENT OF ORGANIZATION**

*Titles 16 & 19, Arizona Revised Statutes  
Definitions, statutory references and important information on reverse.*

<input type="checkbox"/> Initial Registration <input type="checkbox"/> Out of State Committee <input type="checkbox"/> Amended Statement <input type="checkbox"/> Registration as Standing Political Committee			ID#			
NAME OF POLITICAL COMMITTEE (For ballot measure committee, name shall include official petition serial number)			DATE			
ADDRESS (NUMBER & STREET)		CITY	STATE	ZIP		
MAILING ADDRESS (if different from above)		CITY	STATE	ZIP		
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS				
DOES THE POLITICAL COMMITTEE HAVE A SPONSORING ORGANIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide the following information:						
NAME OF SPONSORING ORGANIZATION		TYPE OF ORGANIZATION				
ADDRESS OF SPONSORING ORGANIZATION		RELATIONSHIP TO POLITICAL COMMITTEE				
TYPE OF POLITICAL COMMITTEE - Please check only one box:						
<table style="width:100%; border:none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> CANDIDATE'S CAMPAIGN COMMITTEE  <input type="checkbox"/> EXPLORATORY COMMITTEE  <input type="checkbox"/> COMMITTEE ORGANIZED IN SUPPORT OF OR OPPOSITION TO ONE OR MORE CANDIDATES  <input type="checkbox"/> COMMITTEE IN SUPPORT OF OR OPPOSITION TO THE QUALIFICATION, PASSAGE OR DEFEAT OF A BALLOT MEASURE [(A.R.S. § 16-902.01( F))                      <input type="checkbox"/> support or    <input type="checkbox"/> opposition to this ballot measure  <input type="checkbox"/> COMMITTEE ORGANIZED TO CIRCULATE OR OPPOSE A RECALL PETITION OR TO INFLUENCE THE RESULT OF A RECALL PETITION  <input type="checkbox"/> OTHER COMMITTEE (please describe below)                  _____                  _____             </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> STANDING POLITICAL COMMITTEE (\$250 annual fee required)                  (A.R.S. § 16-902.01) By selecting the above classification, the committee declares that it has been active in more than one reporting jurisdiction in this state for more than one year AND is one of the following:                  (please check ONE of the four boxes below)  <input type="checkbox"/> SEPARATE SEGREGATED FUND ESTABLISHED BY A CORPORATION OR LABOR ORGANIZATION  <input type="checkbox"/> COMMITTEE ORGANIZED FOR THE PURPOSE OF MAKING INDEPENDENT EXPENDITURES  <input type="checkbox"/> POLITICAL ORGANIZATION (an organization that is formally affiliated with and recognized by a political party including a district committee that is organized pursuant to A.R.S. § 16-823)  <input type="checkbox"/> POLITICAL PARTY [only state or county committees of an organization that meets the requirements for recognition as a political party. (A.R.S. § 16-801, 16-804, 16-821 and 16-825)]             </td> </tr> </table>					<input type="checkbox"/> CANDIDATE'S CAMPAIGN COMMITTEE <input type="checkbox"/> EXPLORATORY COMMITTEE <input type="checkbox"/> COMMITTEE ORGANIZED IN SUPPORT OF OR OPPOSITION TO ONE OR MORE CANDIDATES <input type="checkbox"/> COMMITTEE IN SUPPORT OF OR OPPOSITION TO THE QUALIFICATION, PASSAGE OR DEFEAT OF A BALLOT MEASURE [(A.R.S. § 16-902.01( F)) <input type="checkbox"/> support or <input type="checkbox"/> opposition to this ballot measure <input type="checkbox"/> COMMITTEE ORGANIZED TO CIRCULATE OR OPPOSE A RECALL PETITION OR TO INFLUENCE THE RESULT OF A RECALL PETITION <input type="checkbox"/> OTHER COMMITTEE (please describe below) _____ _____	<input type="checkbox"/> STANDING POLITICAL COMMITTEE (\$250 annual fee required) (A.R.S. § 16-902.01) By selecting the above classification, the committee declares that it has been active in more than one reporting jurisdiction in this state for more than one year AND is one of the following: (please check ONE of the four boxes below) <input type="checkbox"/> SEPARATE SEGREGATED FUND ESTABLISHED BY A CORPORATION OR LABOR ORGANIZATION <input type="checkbox"/> COMMITTEE ORGANIZED FOR THE PURPOSE OF MAKING INDEPENDENT EXPENDITURES <input type="checkbox"/> POLITICAL ORGANIZATION (an organization that is formally affiliated with and recognized by a political party including a district committee that is organized pursuant to A.R.S. § 16-823) <input type="checkbox"/> POLITICAL PARTY [only state or county committees of an organization that meets the requirements for recognition as a political party. (A.R.S. § 16-801, 16-804, 16-821 and 16-825)]
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EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. § 16-902(A).						
NAME OF COMMITTEE CHAIRMAN		CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #			
CHAIRMAN'S ADDRESS		CITY	STATE	ZIP		
CHAIRMAN'S OCCUPATION		CHAIRMAN'S EMPLOYER				
NAME OF COMMITTEE TREASURER		TREASURER'S TELEPHONE #	TREASURER'S FAX #			
TREASURER'S ADDRESS		CITY	STATE	ZIP		
TREASURER'S OCCUPATION		TREASURER'S EMPLOYER				

Office Revision 6/03

BEFORE A POLITICAL COMMITTEE ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE IT SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION. A.R.S. § 16-902(C). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

FOR AN EXPLORATORY COMMITTEE OR A CANDIDATE'S CAMPAIGN COMMITTEE, PROVIDE THE FOLLOWING INFORMATION:  
(Party Affiliation and Office Sought are optional for Exploratory Committees.)

NAME OF DESIGNATING INDIVIDUAL ("DI") OR CANDIDATE

PARTY AFFILIATION

OFFICE SOUGHT

COUNTY OF RESIDENCE

DI'S OR CANDIDATE'S ADDRESS

CITY

STATE

ZIP

DESIGNATING INDIVIDUAL OR CANDIDATE'S STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf.

Date: \_\_\_\_\_ DI's or Candidate's signature: \_\_\_\_\_

CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

Date: \_\_\_\_\_ Chairman's signature: \_\_\_\_\_

Date: \_\_\_\_\_ Treasurer's signature: \_\_\_\_\_

*Fill out this box only if the committee has been in existence for more than one year and is filing for Standing Committee status.*

**STANDING POLITICAL COMMITTEE'S STATEMENT (if applicable) (A.R.S. §16-902.1):** I/we hereby declare the status of this political committee as a standing political committee.

Date: \_\_\_\_\_ Chairman's signature: \_\_\_\_\_

Date: \_\_\_\_\_ Treasurer's signature: \_\_\_\_\_

State of Arizona )  
 ) ss.  
County of \_\_\_\_\_ )

State of Arizona )  
 ) ss.  
County of \_\_\_\_\_ )

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Notary Public

Notary Public

**DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19)**

"Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Examples of types of political committees are listed on the front of this form.

**NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES:**

An individual, acting alone, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort (as defined above in A.R.S. § 16-901(19)) begun by an individual, the association of persons has become a "political committee" under Arizona law, and must file a statement of organization before accepting contributions, making expenditures, distributing literature or circulation petitions. A.R.S. § 16-902.01(A).

**NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS:**

Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-114(B) and 19-202(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort, the association of persons must register as a political committee. The statement of organization must be filed regardless of whether the committee intends to accept contributions or make expenditures.

Office Revision 6/03

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## **\$500 Threshold Exemption Statement**

### **What does this form accomplish?**

- 1) Establishes a candidate committee that intends to receive or spend less than \$500.
- 2) Establishes a political committee that intends to receive or spend less than \$500.

### **How is it completed?**

To establish a candidate committee:

- Check box indicating registration is for a candidate committee
- Fill out committee name and contact information
- Designate office and election cycle
- Sign exemption statement

To establish a political committee:

- Check box indicating registration is for a political committee
- Fill out committee name and contact information
- Designate committee type
- Sign exemption statement

### **Any practical tips?**

- ✓ Committees that file this form do not file campaign finance reports.

**STATE OF ARIZONA**  
**\$500 THRESHOLD EXEMPTION STATEMENT**

[A.R.S. §§ 16-902.01; 16-903(A)]

FOR OFFICE USE ONLY

Candidate Committee

Political Committee

\_\_\_\_\_  
Name of Candidate/Committee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City ZIP Code Phone Number

<b>Candidate Committee</b>	
_____ Office	_____
_____ Election Cycle	_____

<b>Political Committee</b>	
_____ Committee Type	_____
_____ Committee Affiliation	_____

4. ID #
---------

The above named committee hereby asserts the following:

- The committee has heretofore neither accepted any contributions nor made any expenditures.
- The committee intends to receive or expend less than \$500.
- The committee will file a Statement of Organization within five business days after expending or receiving monies over the \$500 limit pursuant to A.R.S. §§ 16-902.01 and 16-903(A).

I, \_\_\_\_\_, certify that this Exemption Statement is true and complete.  
(Printed Name of Candidate/Committee Officer)

\_\_\_\_\_  
Signature Date

**NOTE:**

Candidates and political committees involved with statewide and legislative elections file this statement with the Secretary of State Election Services Division: 1700 W. Washington, 7<sup>th</sup> Floor, Phoenix, Arizona 85007

Candidates and political committees involved with county or school district elections file this statement with the county's officer in charge of elections.

Candidates and political committees involved with city or town elections file this statement with the city or town clerk.

Secretary of State  
Revised 9-01

## **Annual No Activity Report**

### **What does this form accomplish?**

- 1) Satisfies one year's filing requirements in advance for qualifying committees. Qualifying committees are candidate committees that remain active after an election due to outstanding debts and affirm the intention to not receive any contributions or make any expenditure during the year. [A.R.S. § 16-913(E)]

### **How to complete this form:**

- Fill out committee contact information
- Indicate candidate committee and office
- Specify year
- Sign statement

### **Any Practical tips?**

- ✓ This form must be filed before January 31 of the election year it covers.
- ✓ It is valid only for one year.
- Candidates must file reports in the event that the committee receives a contribution or makes an expenditure.



**STATE OF ARIZONA  
POLITICAL COMMITTEE  
ANNUAL NO ACTIVITY REPORT**

FOR OFFICE USE ONLY

1. \_\_\_\_\_  
Full Name of Committee

\_\_\_\_\_

Address

\_\_\_\_\_

City ZIP Code Phone Number

2. \_\_\_\_\_  
Candidate and Office

3. ID #

This is to certify that no contributions will be received and no expenditures will be made on behalf of the candidate's political committee indicated above, for the year \_\_\_\_\_. I further certify that if the candidate's political committee does receive any contributions or make any expenditures during the year indicated above, that the committee shall report as prescribed by A.R.S. § 16-913(B) & (C).

I, \_\_\_\_\_, certify under penalty of perjury that this statement  
(Name of Candidate or Treasurer - Printed)

pursuant to A.R.S. § 16-913(E) is true and complete.

\_\_\_\_\_  
Signature of Candidate or Treasurer

**A.R.S. § 16-913(E):** In lieu of the reports prescribed in subsections B and C of this section, a candidate's political committee that remains active after an election due to outstanding debts may file a document no later than January 31 in a form prescribed by the secretary of state that states that the committee does not intend to receive any contributions or make any expenditures during the year. If a candidate's political committee does receive a contribution or make an expenditure during that year, the committee shall report as prescribed by subsection B or C of this section.

Secretary of State  
Revised 10/99

## Termination Statement

### What does this form accomplish?

- 1) Terminates the existence of any political committee.

### How to complete this form:

- Fill out committee contact information.
- List sponsoring organization or specify candidate and office sought.
- Provide signature of both committee chairman and treasurer.
- Check the appropriate box. Each box states alone as follows:
  - ✓ Box A: Option for committees that have surplus funds - must indicate the filing date for the report which contains the disposition of surplus monies.
  - ✓ Box B: Option for non-candidate political committees that wish to terminate in a special jurisdiction while remaining active in others.
  - ✓ Box C: Option for candidate or exploratory committees that have debts or obligations. Committees must indicate the name and Filer ID# of the subsequent committee to which the debt was transferred.

### Any Practical tips?

- ✓ Must be accompanied by a final zero balance campaign finance report, electronically submitted on disk or over the Internet, that shows a zero balance of cash on hand at close of reporting period. If the committee files the zero balance report over the Internet, a copy of the e-mail confirmation should be submitted with this form.



**STATE OF ARIZONA  
POLITICAL COMMITTEE  
TERMINATION STATEMENT**

FOR OFFICE USE ONLY

A.R.S. 16-914; A.R.S. §16-915.01

1. \_\_\_\_\_  
Full Name of Committee

\_\_\_\_\_

Address

\_\_\_\_\_

City \_\_\_\_\_ ZIP Code \_\_\_\_\_ County \_\_\_\_\_ Phone # \_\_\_\_\_

2. \_\_\_\_\_  
Sponsoring Organization or Candidate and Office e-mail address Fax #

3. ID #

**SELECT THE BOXES THAT APPLY:**

**A.** This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above have been reported as required by A.R.S. §16-913. We further certify that the political committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. §16-915.01.

Please mark the appropriate statement below to indicate which campaign finance report states the disposition of any surplus monies.

The disposition of surplus monies was submitted on the campaign finance report filed on \_\_\_\_\_.

The disposition of surplus monies is reported on the attached campaign finance report.

**B.** This committee hereby terminates all activity within the jurisdiction of \_\_\_\_\_ and asserts that the committee intends \_\_\_\_\_  
(Insert applicable district, town, city, county, or, if out-of-state committee, State of Arizona)  
to remain active in other jurisdictions and that the committee's remaining monies shall be used for activity in other jurisdictions.

**C.** This committee has transferred the committee's debts and obligations to a subsequent committee.

Please enter the full name and ID# of the committee into which debts and obligations have been transferred.

\_\_\_\_\_

Name of Committee ID#

We, \_\_\_\_\_, certify under  
(Name of Chairman and Treasurer - Printed)  
penalty of perjury that this statement of termination pursuant to A.R.S. §16-914 is true and complete.

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Treasurer

Revised 1/01

## **Campaign Finance Software 2006 User Registration Form and Statement**

### **What does this form accomplish?**

- 1) Registers the user of the software with the Secretary of State's office.
- 2) Provides the contractual framework that enables usage of the software.

### **How is it completed?**

- **READ AGREEMENT CAREFULLY**
  - Fill in registrant information
  - Indicate registrant's committee affiliation, if any, including the name and ID # of committee.
  - Add registrant's signature

### **Any practical tips?**

- ✓ All four pages of this form must be submitted by those requesting software on compact disk (CD)
- ✓ Those who seek the software via Internet download fill out this form electronically as part of the downloading process
- ✓ Software may only be installed on one computer at any given time

CAMPAIGN FINANCE SOFTWARE 2006  
USER REGISTRATION FORM AND STATEMENT

---

**IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING.  
PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR RECORDS.**

**1. REGISTRANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Name of Candidate, Office Sought and ID #

Name of Treasurer

Name of Political Committee and ID#

**2. LICENSE AGREEMENT FOR ARIZONA CAMPAIGN FINANCE SOFTWARE**

**A. GENERAL PROVISIONS**

This software is distributed without charge by the Secretary of State of Arizona to residents of the State of Arizona with the intent to promote and facilitate the filing of campaign finance reports by electronic means. In furtherance of this purpose and applicable statutory mandate,\* and in consideration for the use of this software without charge, the User must be one of the following: (i) the individual who is responsible under Arizona law for preparing and filing reports and statements on behalf of a candidate or committee with the Secretary of State, as reflected in the duly filed Statement of Organization (A.R.S. § 16-902.01 or § 16-902.02) or Application for Certification as a Participating Candidate (A.R.S. § 16-947, and § 16-948); or (ii) an individual who intends to install the Campaign Finance Software onto a single computer site for the sole purpose of preparing campaign finance reports for filing with Arizona jurisdictions other than the Secretary of State; or (iii) an individual or entity who intends to install the Campaign Finance Software onto a single

---

\* See A.R.S. § 16-958(E) (reports filed with the Secretary of State pursuant to the Clean Elections Act or pursuant to A.R.S. § 16-916(A)(1) or (B) shall be filed in electronic format).

computer site or server for the sole purpose of making the software available to more than one individual for the purpose of preparing and filing campaign finance reports with the Secretary of State of Arizona.

(ii) By registering for and/or using this software, a User agrees to abide by the terms and conditions of this Agreement. The Secretary of State of Arizona expressly reserves the right to enter into separate written license agreements with individuals or entities in order to fully comply with Arizona's election laws, and to compliment and further develop the process of filing campaign finance reports within the State of Arizona.

(iii) If you reject the terms and conditions of this Agreement, you do not have a right to use the software. The software and all copies in any form must be immediately destroyed, and the Secretary of State of Arizona, Election Services Division must be promptly notified of the rejection and destruction in writing.

(iv) This software is protected by copyright law and international copyright treaty, and all rights are reserved by P & R Software, Inc. and the Secretary of State of Arizona.

**B. USE**

(i) A User may copy the software onto a computer and may make archival copies of the software for the sole purpose of backing up the software and protecting data from accidental loss. The software may be moved from one computer to another, so long as there is no possibility of it being used by more than one person at a time. Users of this software may not rely upon the continued availability of this version or future versions of this software, and/or the ability to import or export data from this or previous versions of this software into any computer application.

(ii) A User may transfer the rights to use the software to another person, as long as all of the software, diskettes (if applicable), and documentation provided in the package (including this Agreement), are transferred to that person, and all copies in any form are destroyed. Once the software is transferred, the original User no longer has any right to use it, and the person to whom it is transferred may use it only in accordance with this Agreement. The User hereby agrees to take all reasonable measures to assure that subsequent Users of this software are aware of the terms of this Agreement. Except as otherwise provided for in this Agreement, you may not transfer, rent, lease, lend, copy, modify, translate, sublicense, time-share, or electronically transmit or receive the software, media, or documentation. This restriction includes any programming / source code(s) contained from this software.

**C. LIABILITY**

(i) The User of this software accepts complete responsibility for the use of this software for the purpose for which it is distributed by the Secretary of State of Arizona and for any product resulting from the use of this software. Any person filing campaign finance reports with the Secretary of State has sole responsibility to ensure that the reports are accurate and complete. The Secretary of State, State of Arizona and P & R Software, Inc. hereby disclaim all warranties with regard to this software, including warranties of merchantability and fitness for a particular purpose. The User hereby agrees to release and hold harmless P&R Software, Inc., the State of Arizona and the Secretary of State from liability for any incorrect results produced by this program.

**(ii) The unauthorized use of this software (that use which is contrary to the terms and conditions of this Agreement and/or in violation of applicable copyright law) is expressly prohibited, and may subject a User to liability, including but not limited to, reimbursing the Secretary of State and the State of Arizona for the commercial value of the software, and any attorney, arbitration or court fees and costs associated with recovering the software and enforcing all rights described in this Agreement and applicable copyright law.**

- (iii) The provisions of this Agreement shall be construed and interpreted under the laws of the State of Arizona.

### 3. IMPORTANT NOTICES REGARDING CAMPAIGN FINANCE SOFTWARE AND ELECTRONIC FILINGS

- A. A.R.S. § 16-958(E) requires that all reports filed with the Arizona Secretary of State pursuant to the Clean Elections Act (see specifically A.R.S. § 16-941 and § 16-958) or pursuant to A.R.S. § 16-916(A)(1) or (B), be filed in electronic format. To facilitate the process of secure electronic filing, the Secretary of State is issuing Personal Identification Numbers (PINs) to candidates and political committees.
- B. A PIN is a personal identification number used to secure your campaign finance record filings, and is the means by which the Secretary of State relies that a particular campaign finance filing originated from an individual candidate or committee. Once a PIN is issued to you or your organization, it is important to preserve the PIN in a safe location. Do not share the PIN with others who are not authorized to use it.
- C. Individuals who file by electronic means will be able to do so by one of the following methods:
- (i) electronically over the Internet by following the instructions within the campaign Finance Software;
  - (ii) or by exporting the data from the Campaign Finance Software onto a 3.5" floppy disk and presenting the disk to the Elections Services Division of the Office of the Secretary of State.

A database file which is prepared by the Campaign Finance Software and is properly exported onto a 3.5" floppy disk or is electronically transmitted from the Campaign Finance Software are the only acceptable means by which reports and notifications can be electronically filed with the Secretary of State.

- D. Electronic filings are not "signed" in the sense of a traditional paper document. During the electronic filing process, the data is received by the Secretary of State and evaluated to verify that it has been correctly formatted and transmitted, and that necessary information has been properly included.
- E. Once a Registrant has submitted an electronic filing, the filing cannot be withdrawn. Information may be corrected by filing an amended report.
- F. The Secretary of State will not grant date adjustments to any electronic filing for any reason. A Registrant must not assume that any errors or incorrect information contained in an electronic filing will be corrected or deleted by the Secretary of State. A Registrant should carefully read any message sent by the Secretary of State in response to any filing or submission.
- G. Acceptance of an electronic filing by the Secretary of State does not constitute an approval or endorsement of the timeliness or the contents of the filing.
- H. The Registrant, as the individual who is responsible under Arizona law for preparing and filing a report on behalf of a candidate or committee with the Secretary of State, is responsible for complying with the provisions of Arizona Revised Statutes Title 16, Chapter 6. Registrants are responsible for ensuring that correct information is submitted to the Secretary of State, and that amended reports or statements are timely filed in the event there is a change in any required information.

- I. A Registrant must allow sufficient time to submit filings. Filers should be aware that they are required by law to submit timely filings with the Secretary of State, and that the Registrant should not wait until the last minute to make a time-sensitive filing. A candidate or political committee which fails to file a report in a timely manner may be held responsible under Arizona law for a violation, and may face the imposition of potentially serious criminal and/or civil penalties, including fines and ineligibility to be a candidate for nomination or election for local or state office.

IT IS A CLASS 6 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2407(A)(3), TO INTENTIONALLY FILE OR OFFER TO FILE WITH THIS AGENCY A STATEMENT WHICH IS FALSELY MADE OR CONTAINS FALSE INFORMATION OR A FALSE ENTRY; AND THAT SUCH INTENTIONAL FALSE STATEMENT MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

IT IS A CLASS 6 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2006(A) TO ASSUME A FALSE IDENTITY OR PRETEND TO BE A REPRESENTATIVE OF SOME PERSON OR ORGANIZATION, WITH THE INTENT TO DEFRAUD ANOTHER; AND THAT SUCH INTENTIONAL IMPERSONATION MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

IT IS A CLASS 5 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2311(A) TO DEFRAUD OR DECEIVE, TO KNOWINGLY FALSIFY, CONCEAL OR COVER UP A MATERIAL FACT BY ANY TRICK, SCHEME OR DEVICE, OR MAKE OR USE ANY FALSE WRITING OR DOCUMENT CONTAINING ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENT OR ENTRY, IN ANY MATTER RELATED TO THE BUSINESS CONDUCTED BY THIS OR ANY DEPARTMENT OR AGENCY OF THIS STATE OR POLITICAL SUBDIVISION, PURSUANT TO A SCHEME OR ARTIFICE; AND THAT SUCH FRAUDULENT SCHEME AND PRACTICE BY WILLFUL CONCEALMENT MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

**4. SIGNATURE**

The undersigned hereby acknowledges and declares that I have read and understand this REGISTRATION FORM and STATEMENT; that I have used all reasonable diligence in preparing this statement; that all statements contained herein are true, based upon information and belief upon the best available information; and further, that this Statement is made voluntarily and with the knowledge that intentionally filing or attempting to file a false statement or false information, OR assuming a false identity or impersonation another, OR willfully concealing a material fact pursuant to a fraudulent scheme or practice, and the like, are punishable by fine or imprisonment, or both, under A.R.S. §§ 13-2407(A)(3), 13-2006 and 13-2311.

\_\_\_\_\_  
 Typed or Printed Name of Registrant

\_\_\_\_\_  
 Signature of Registrant

Date: \_\_\_\_\_

## **Tables**

### **APPLICATION**

For political committees operating in Arizona, contribution limits apply only to contributions made to candidate and exploratory committees. The law establishes both single and aggregate limits on the amount of contributions that different types of committees may contribute to candidates or exploratory committees. Limits are also established for individuals restricting the amount that can be contributed to a single committee and capping annual giving to candidates and committees that give to candidates. Limits are set out in the Campaign Contributions Limits Chart and vary according to the level (statewide, legislative or local) of the office the candidate is seeking. If the candidate becomes the party nominee, limits also apply to how much the committee can accept from political parties and organizations [A.R.S § 16-901(B)(C) and (D)].

The Citizens Clean Elections Act and the Citizens Clean Elections Commission (CCEC) stipulate different contribution limit parameters for participating and non-participating candidates. The Campaign Contribution Limits Chart may not apply. The participating candidates should contact the CCEC at 602-364-3477.

### **ADJUSTMENTS**

Limits are adjusted for inflation in January of every odd numbered year. The Secretary of State publishes new limits in the Campaign Contributions Limits Chart for each two-year election cycle.

### **CYCLICAL NATURE**

Limits pertain to cumulative amounts of giving, including the total of contributions, outstanding loans, and in-kind goods and services that may occur during an election cycle. The Campaign Contribution Chart details the limits in effect for the 2005-2006 Election Cycle, which covers the time period from November 23, 2004 through November 27, 2006. Any contribution received during this time counts against the limit.

### **PERSONAL MONIES EXEMPTION**

An exemption to contribution limits is provided for a candidate or exploratory committee that receives contributions from the candidate and/or his or her family members including a parent, grandparent, spouse, child or sibling of the candidate or a parent or spouse of any of those persons. Such contributions are called "personal monies" contributions. Upon receiving certain thresholds of personal monies contributions, trigger notification requirements to the filing office and opponents apply. [A.R.S. § 16-905(F)&(G)] If a candidate or exploratory committee receives a personal monies notification, statutory contribution limits no longer apply. Instead, a new aggregate limit is established, from the date that the committee received the notice, that equals the amount that the opponent reported in the notification monies contributions trigger notification requirements to the filing office and opponents. [A.R.S. § 16-905(F)(3)]

## 2005-2006 Election Cycle Campaign Contribution Limits

CONTRIBUTION LIMITS ADJUSTED JANUARY 31, 2005, PURSUANT TO A.R.S. § 16-905(J)

CAMPAIGN CONTRIBUTION LIMITS	NON-STATEWIDE OFFICES Candidate or Authorized Candidate's Committee		STATEWIDE OFFICES Candidate or Authorized Candidate's Committee
	<b>Local</b>	<b>Legislative</b>	
<b>Individual's</b> contribution to a candidate A.R.S. § 16-905(A)(1) A.R.S. § 16-905(B)(1)	\$370	\$296	\$760
<b>Political Committee's</b> contribution to a candidate A.R.S. § 16-905(A)(2) A.R.S. § 16-905(B)(2)	\$370	\$296	\$760
<b>Committees certified</b> by the Secretary of State to give at the upper limit <b>"Super PAC"</b> A.R.S. § 16-905(I) A.R.S. § 16-905(A)(3) A.R.S. § 16-905(B)(3)	\$1,890	\$1,512	\$3,784
<b>Combined total</b> from all Political Committees other than political parties A.R.S. § 16-905(C)	\$9,460	\$7,568	\$75,624
<b>Nominee's total</b> from political party and all political organizations combined A.R.S. § 16-905(D)	\$9,460	\$7,568	\$75,624
<b>Total contributed by an individual</b> to candidates And committees who give to candidates A.R.S. § 16-905(E)	\$3,530 in a calendar year		

### NOTIFICATION LEVELS FOR CANDIDATES' AND DESIGNATING INDIVIDUALS' PERSONAL MONIES

PERSONAL MONIES NOTIFICATION A.R.S. § 16905(F)&(G)	NON-STATEWIDE OFFICES Candidate or Authorized Candidate's Committee		STATEWIDE OFFICES Candidate or Authorized Candidate's Committee	
	Candidate	Exploratory	Candidate	Exploratory
Candidates' and Designating Individuals' obligated or contributed personal monies: <b>first notification</b> A.R.S. § 16-905(F)&(G)	\$14,800	\$14,800	\$29,580	\$29,580
Candidates' and Designating Individuals' obligated or contributed personal monies: <b>subsequent notification</b> A.R.S. § 16-905(F)&(G)	\$7,410	\$7,490	\$14,800	\$15,060

Revised 1/05

**2005 - 2006 Election Cycle  
Campaign Finance Reporting Dates<sup>1 2</sup>**  
*pursuant to A.R.S. §§ 16-913(B),(C) and 16-916(D)*

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 report	Nov 23, 2004 through Dec 31, 2005	Jan 1 and Jan 31, 2006
June 30 report	Jan 1, 2006 through May 31, 2006	June 1 and June 30, 2006
Pre-Primary report	June 1, 2006 through Aug 23, 2006	Aug 24 and Aug 31, 2006
Post-Primary report	Aug 24, 2006 through Oct 2, 2006	Oct 3 and Oct 12, 2006
Pre-General report	Oct 3, 2006 through Oct 18, 2006	Oct 19 and Oct 26, 2006
Post-General report	Oct 19, 2006 through Nov 27, 2006	Nov 28 and Dec 7, 2006

<sup>1</sup> *This table does not include additional filing deadlines provided for by the Citizens Clean Elections Act. Please see Title 16, Chapter 6, Article 2, available from the Secretary of State's Office and materials provided by the Citizens Clean Elections Commission.*

<sup>2</sup> *This table does not include additional filing deadlines in effect for standing political committees as required by A.R.S. § 16-913(K). Please visit [www.http://www.azsos.gov/cfs/library.htm](http://www.azsos.gov/cfs/library.htm) or call 1-877-THE VOTE toll free or 602-364-4855 for a specialized table.*

## **Non-Participating Candidate Reporting**

### **DEFINITION OF TERMS**

Participating candidate means a candidate who elects to apply for public funding from the Citizens Clean Elections Commission (CCEC). Non-participating candidate means a candidate who elects not to apply for public funding from the CCEC and will finance the campaign from private funding.

### **SIX PERIOD REPORTS**

Non-participating candidates must continue to file the same six (6) election year campaign finance reporting requirement as do all political committees. The six (6) campaign finance period reports are the January 31st, June 30<sup>th</sup>, Pre-Primary, Post-Primary, Pre-General, and the Post-General Reports. All reports must be filed electronically.

### **TRIGGER REPORTS**

The Citizens Clean Elections Act established additional reporting requirements for Non-participating candidates who choose to privately finance their campaigns. These additional reports are called trigger reports and are required of all statewide and legislative non-participating candidates regardless of whether there is a participating candidate in the race. Non-participating candidates file trigger reports upon reaching certain thresholds for expenditures in the primary election and contributions in the general election. Thresholds are set for each election cycle and differ according to the office sought as indicated on the Contribution Limits chart.

### **SOFTWARE ADVISOR**

The campaign finance software has been programmed with trigger thresholds and will alert committees when a triggering threshold has been reached if the software is opened and updated with committee activity on a daily basis.

### **FILING**

Once a committee has reached a threshold, the committee must file on or before the next campaign finance reporting deadline. A trigger report is filed the same as other mandated campaign finance reports. The committee must electronically transmit its updated filing to the Secretary of State. This is accomplished by using the campaign finance software and transmitting the committee campaign finance reporting over the Internet or submitting a diskette.

## "Clean Elections Act" 2005 Biennial Adjustments

Pursuant to A.R.S. § 16-959(A)

### Participating Candidate Expenditure & Contribution Limits for 2006 Elections

<b>Office</b>	<b>Primary Election Spending Limits</b> A.R.S. §16-961(G)	<b>General Election Spending Limits</b> A.R.S. § 16-961(H)	<b>Maximum Independent Expenditure Limit</b> A.R.S. § 16-941(D)	<b>Maximum Early Contributions (Aggregate)</b> A.R.S. § 16-945(A)(2)	<b>Maximum Early Contributions (Individual)</b> A.R.S. § 16-945(A)(1)	<b>Maximum Personal Contributions</b> A.R.S. § 16-941(A)(2)
<b>Governor</b>	<b>\$453,849</b>	<b>\$680,774</b>	<b>\$580</b>	<b>\$46,440</b>	<b>\$120</b>	<b>\$1,160</b>
<b>Secretary Of State</b>	<b>\$95,550</b>	<b>\$143,325</b>	<b>\$580</b>	<b>\$23,820</b>	<b>\$120</b>	<b>\$1,160</b>
<b>Attorney General</b>	<b>\$95,550</b>	<b>\$143,325</b>	<b>\$580</b>	<b>\$23,820</b>	<b>\$120</b>	<b>\$1,160</b>
<b>Treasurer</b>	<b>\$47,770</b>	<b>\$71,655</b>	<b>\$580</b>	<b>\$11,910</b>	<b>\$120</b>	<b>\$1,160</b>
<b>Superintendent Of Public Instruction</b>	<b>\$47,770</b>	<b>\$71,655</b>	<b>\$580</b>	<b>\$11,910</b>	<b>\$120</b>	<b>\$1,160</b>
<b>Corporation Commissioner</b>	<b>\$47,770</b>	<b>\$71,655</b>	<b>\$580</b>	<b>\$11,910</b>	<b>\$120</b>	<b>\$1,160</b>
<b>Mine Inspector</b>	<b>\$23,890</b>	<b>\$35,835</b>	<b>\$580</b>	<b>\$5,950</b>	<b>\$120</b>	<b>\$1,160</b>
<b>Legislature</b>	<b>\$11,945</b>	<b>\$17,918</b>	<b>\$580</b>	<b>\$2,980</b>	<b>\$120</b>	<b>\$580</b>

Other Adjustments of Concern to Committees

<b>Late Filing Penalty</b> A.R.S. § 16-942(B)		<b>Petty Cash Account Limits</b> A.R.S. § 16-948(C)	
<b>Statewide</b>	<b>Legislative</b>	<b>Expenditure</b>	<b>Balance</b>
<b>\$350</b>	<b>\$120</b>	<b>\$120</b>	<b>\$1,160</b>

Administrative Adjustments

<b>Commissioner Per Diem Salary</b> A.R.S. § 16-955(G)	<b>CCEC 2003-4 Calendar Year Spending Limit Coefficient</b> A.R.S. § 16-949(A)		<b>Tax Credit Limit</b> A.R.S. § 16-954(B)	<b>Tax Form Check-box Cap</b> A.R.S. § 16-954(A)
<b>\$230</b>	<b>\$5</b>		<b>\$580</b>	<b>\$5</b>

**Non-Participating Candidates  
Trigger Reporting Dates Under the Clean Elections Act**

Election Year 2006

MONTH	DATES
January	1
February	1
March	1
April	1
May	1
June	1
July	1, 11, 18, 25
August	1, 8, 15, 22, 29, 30, 31
September	1, 5, 6, 7, 8, 11, 12, 19, 26
October	3, 10, 17, 24, 25, 26, 27, 30, 31
November	1, 2, 3, 6, 7

## Installing the Campaign Finance Software

### System Requirements

- ✓ At least 13 megabytes of available hard drive storage space
- ✓ Windows 98 or above
- ✓ 64 megabytes of RAM

AND EITHER

- ✓ A 3 ½” floppy drive or CD Writable drive (if not submitting reports on the Internet)

OR

- ✓ Internet access (when filing reports electronically)

**NOTE:** *Our experience reveals that computers on company networks, computers having a firewall, or anti-virus software, may or will prevent access to Internet filings. In these cases, you will need to file on a floppy disk or CD-R.*

You will also need a printer if you intend to use the software to print amended Statements of Organization or Campaign Finance period reports. Committees are not required to file printed period reports with the Secretary of State, as all reports must be filed electronically per A.R.S. § 16-958(E). Any printed period reports or forms generated by the CF software will be for the committee’s use or the use of filing with a local jurisdiction.

**NOTE:** *Before installing the Campaign Finance Software, make sure all virus scanning, pop-up blocking, Internet protection, and parental guard software is **Disabled**.*

**NOTE:** *Some images may differ from what is shown, depending on what version of windows your computer uses.*

### Installing from the Internet

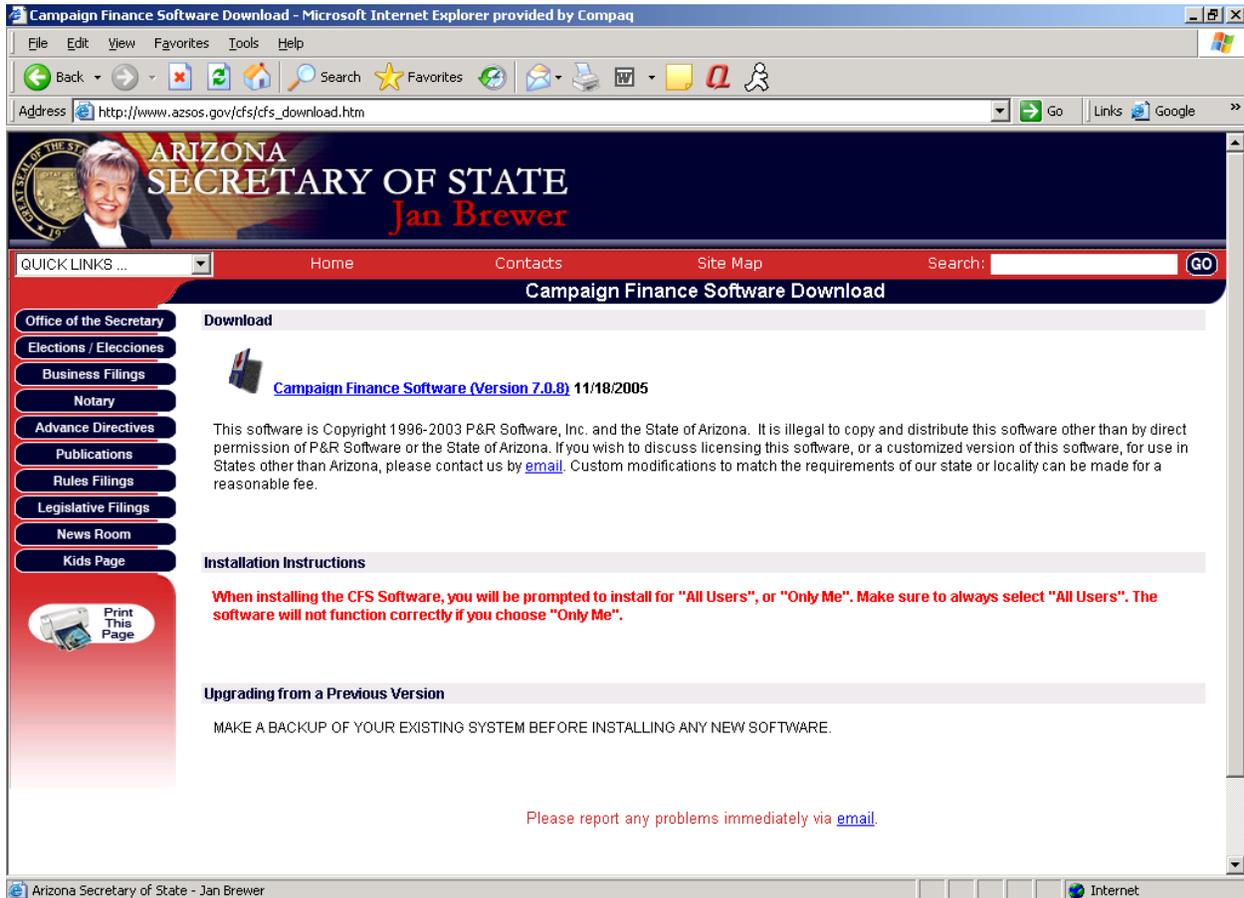
Open your Internet browser (Microsoft Internet Explorer, AOL, Netscape, etc). Go to the Secretary of State Campaign Finance Software page at:

[http://www.azsos.gov/cfs/cfs\\_software.htm](http://www.azsos.gov/cfs/cfs_software.htm)

Click “Download CFS Software for Arizona”

The next screen shows (below) a floppy disk rotating next to text.

Click on the **text**



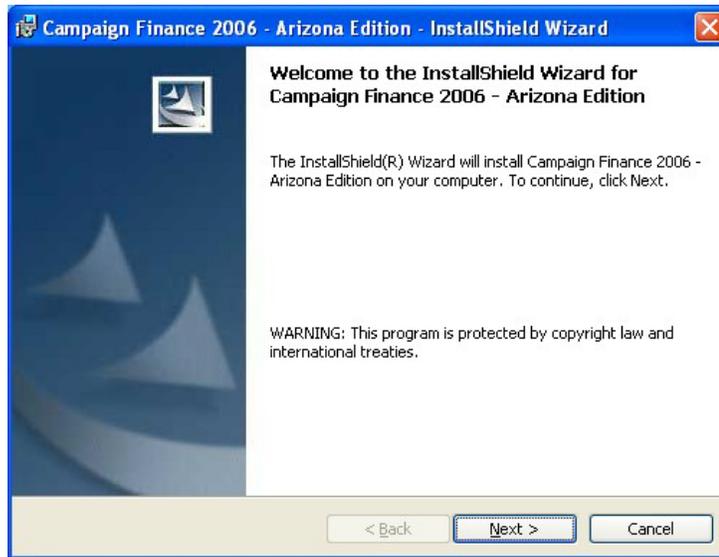
Depending on your version of Windows, a pop-up window will show options for “Open”, “Run”, “Install from Internet” or “Cancel”

Choose “Open”, “Run” or “Install from Internet”

**Do not “Save” or “Save to disk”**

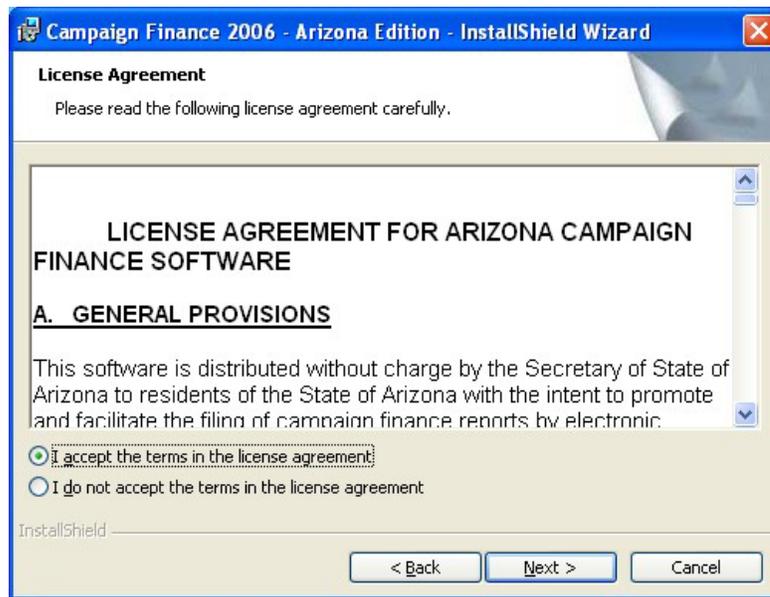


To continue the installation click **Next**



Read the license agreement and select “I accept the terms in the license agreement”

Click **Next**

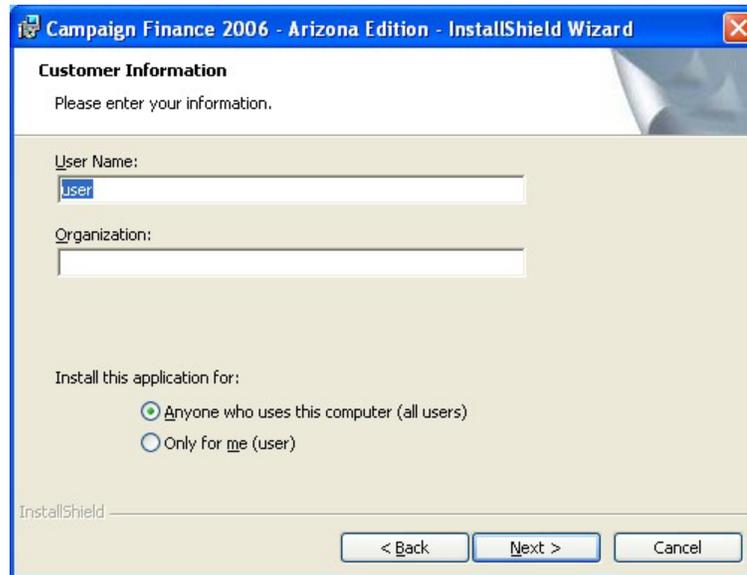


**NOTE:** *The Readme Information dialogue box appears suggesting you back up all of your data before continuing with the installation. You may have already backed up your data or you may wish to continue installing Campaign Finance 2006 without backing up. We recommend backing up committee data before any changes are made to your computer or software. Click **Next** to continue.*

Enter your user name and your organization's name. Notice the selections at the bottom of the screen  
*Install this application for:* "Anyone who uses this computer" or "Only for me (user)".

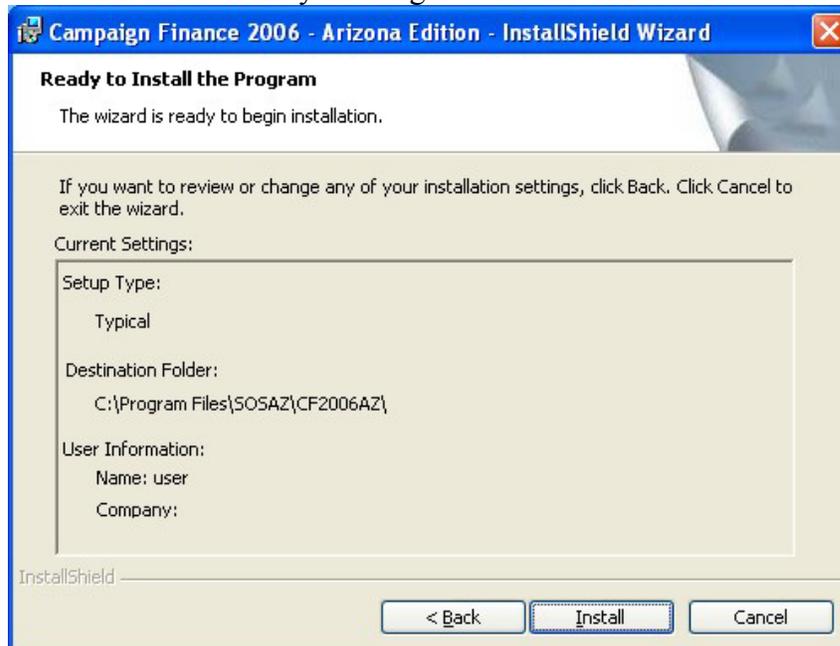
Please make your selection "Anyone who uses this computer (all users)"

Click **Next**



The screenshot shows the 'Customer Information' step of the installation wizard. The title bar reads 'Campaign Finance 2006 - Arizona Edition - InstallShield Wizard'. The main text says 'Please enter your information.' There are two text input fields: 'User Name:' with 'user' entered, and 'Organization:' which is empty. Below these fields, the text 'Install this application for:' is followed by two radio button options: 'Anyone who uses this computer (all users)' (which is selected) and 'Only for me (user)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

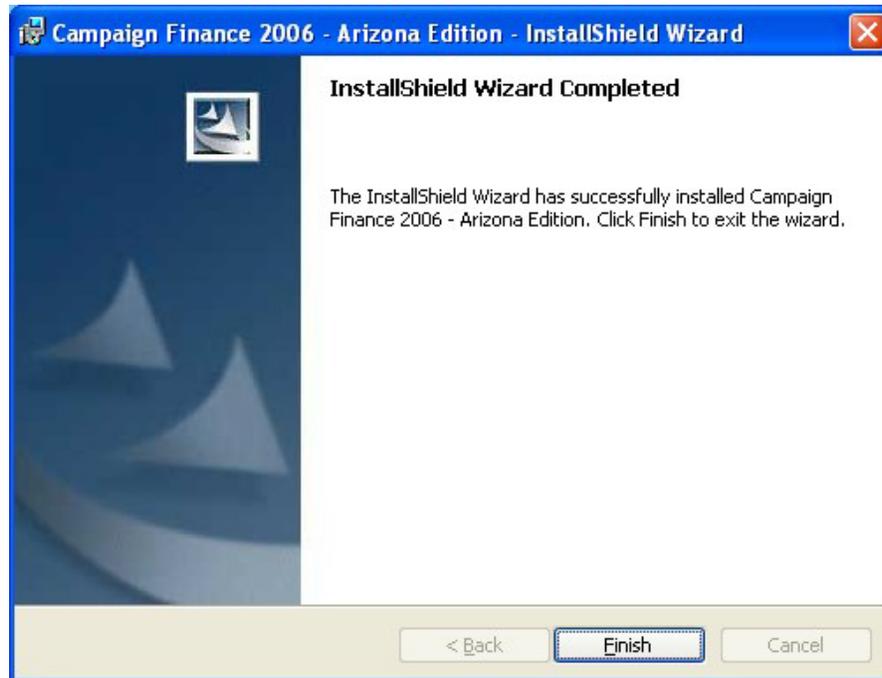
Continue the installation of the software by clicking **Install**.



The screenshot shows the 'Ready to Install the Program' step of the installation wizard. The title bar reads 'Campaign Finance 2006 - Arizona Edition - InstallShield Wizard'. The main text says 'The wizard is ready to begin installation.' Below this, it says 'If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.' The 'Current Settings:' section is enclosed in a box and lists: 'Setup Type: Typical', 'Destination Folder: C:\Program Files\SOSA\CF2006AZ\', and 'User Information: Name: user, Company:'. At the bottom, there are three buttons: '< Back', 'Install', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

The Campaign Finance 2006 – Arizona Edition – InstallationShield Wizard will complete the installation process

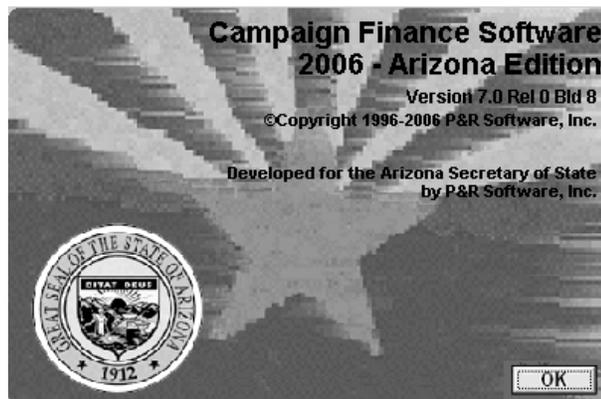
When prompted click on **Finish**.



The current version of the Campaign Finance software is now installed on your computer. There is also a new Icon located on your desktop allowing you to open the Campaign Finance software from your desktop.



The Campaign Finance Software splash screen appears when opening the software. The splash screen shows the current version on this screen. Close by clicking **OK**

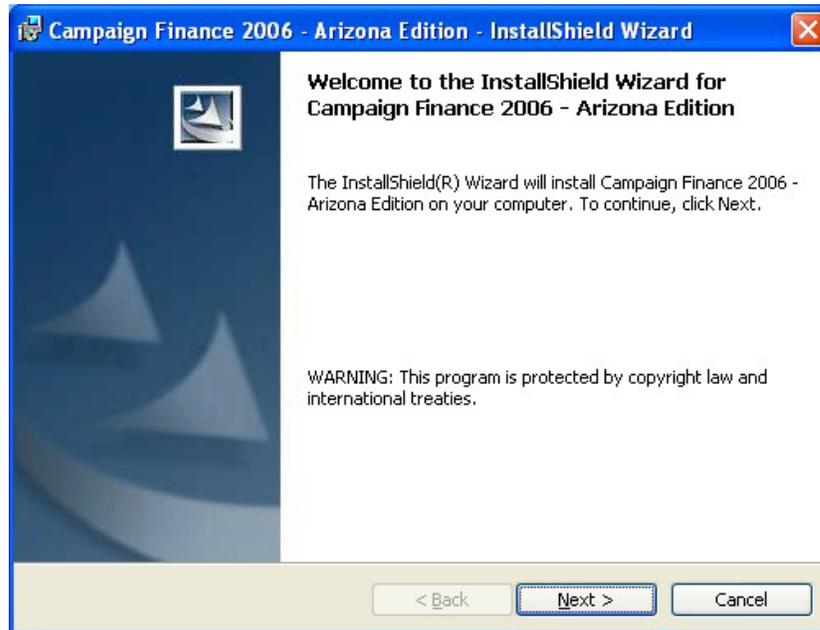


For software operation and set up refer to **Software Setup** (page 43)

## Installing from CD

### INSTALLATION OF CAMPAIGN FINANCE 2006

The following step by step procedures will assist you to successfully install the new Arizona Secretary of State Campaign Finance software 2006. Place the CD into your CD Rom. The installation process should start within a few seconds.

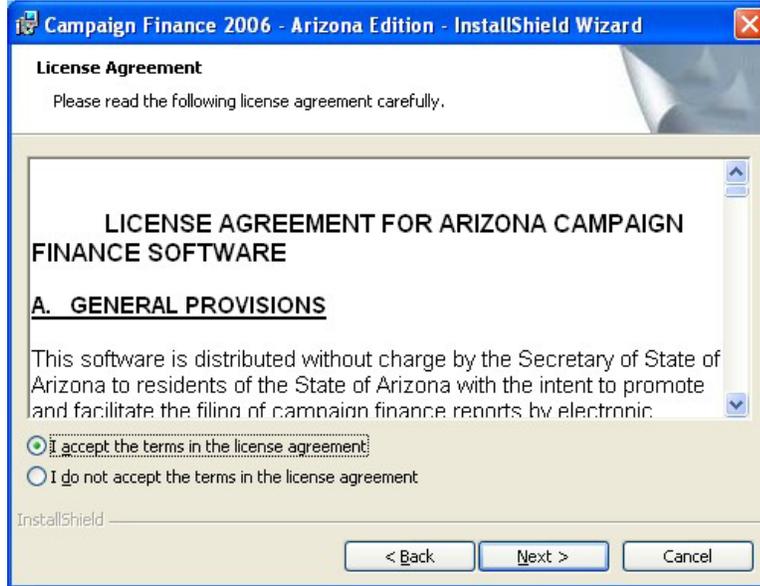


If Autorun fails to automatically start the CD installation then go to the **Start** button. Click Start then click on **Run**.

Type in upper case (your drive):\setup.exe to start the CD installation. The first dialogue box to pop up is the "Campaign Finance 2006– Arizona Edition 7.0 Rel 0 Bld 8 InstallShield Wizard".

Click on the **Next** button

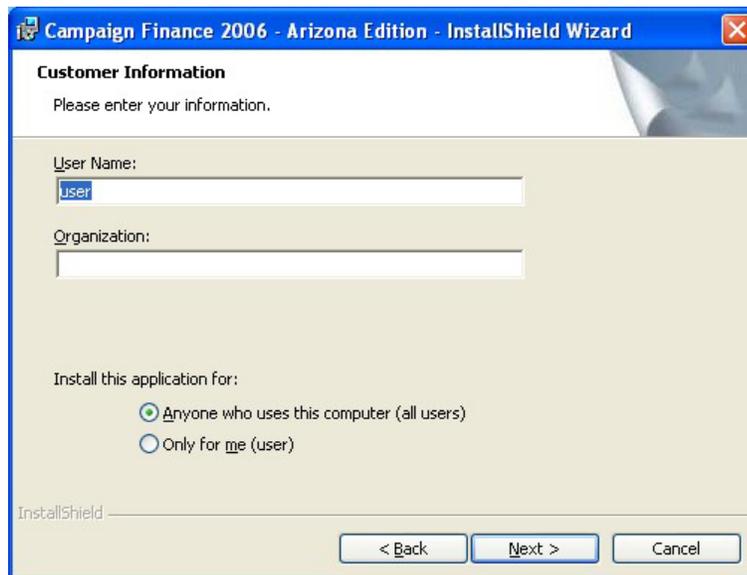
Read the license agreement and click on the button “I accept the terms in the license agreement”. The **Next** button will enable and click.



**NOTE:** The Readme Information dialogue box appears suggesting you back up all of your data before continuing with the installation. You may have already backed up your data or you may wish to continue installing Campaign Finance 2006 without backing up. We recommend backing up committee data before any changes are made to your computer or software. Click **Next** to continue.

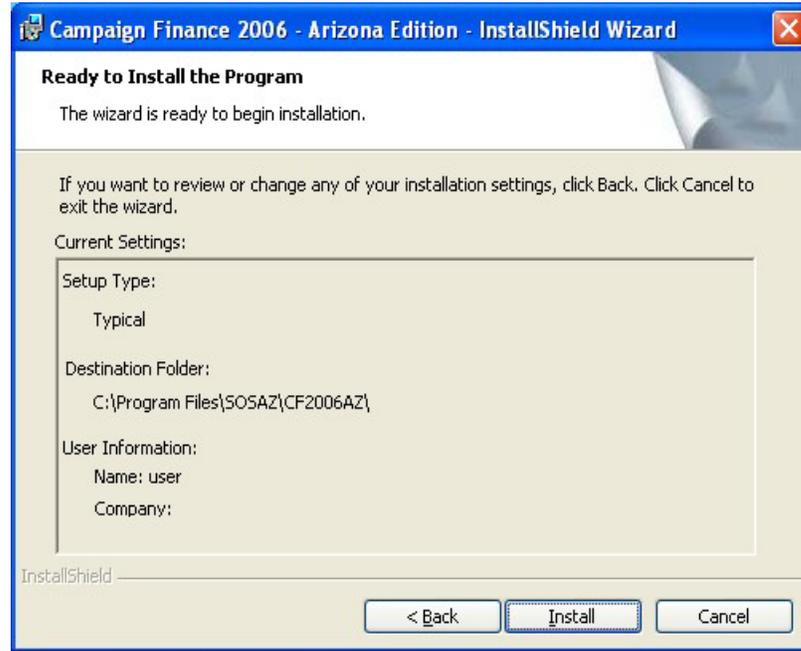
In this screen enter your user name and your organization’s name. Notice the selections at the bottom of the screen *Install this application for:* “Anyone who uses this computer” or “Only for me (user)”. Please make your selection “Anyone who uses this computer (all users)” and

Click **Next**

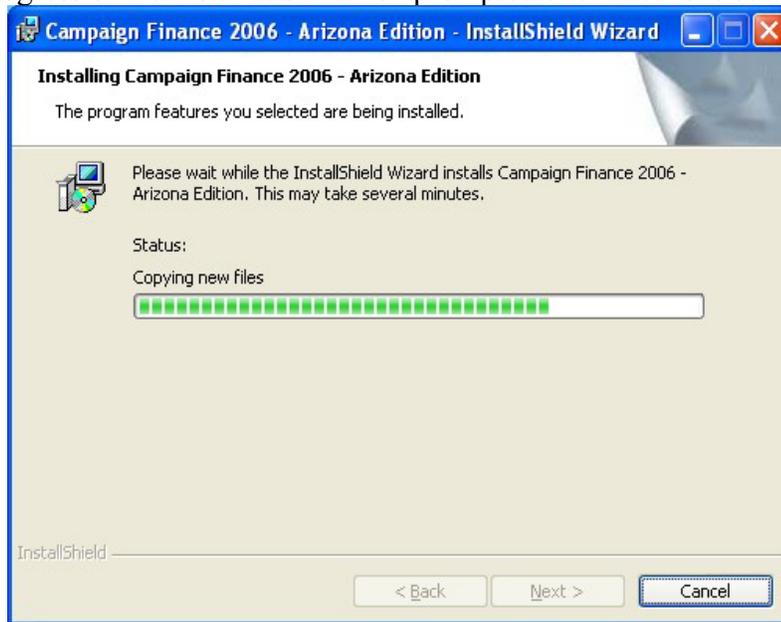


A dialogue box will list the name of the file you are about to install and the location it will be installed.

Click on **Install**



A dialogue box shows the progress of the installation. When prompted click the **Next** button.



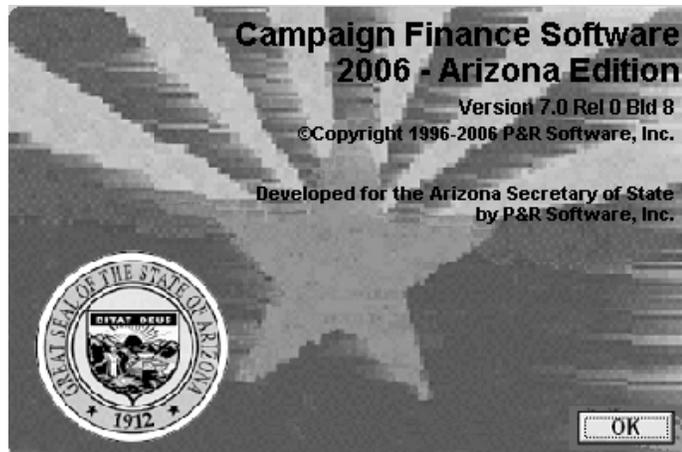
The final dialogue box will show you that the installation has been completed. Click on the **Finish** button.



Once the installation is complete an Icon will appear on your Desktop. Double click on the icon.



The Campaign Finance Software splash screen appears when opening the software. The splash screen shows the current version on this screen. Close by clicking **OK**



For software operation and set up refer to **Software Setup** (page 43)

## Software Setup

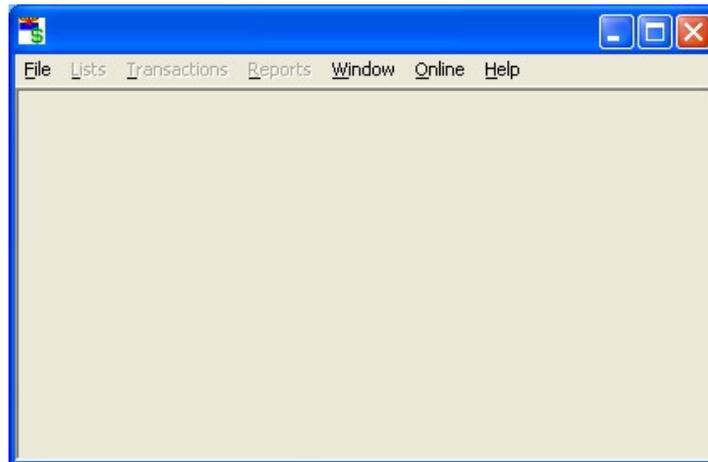
### Running the CFS Program

Double-click on the CFS 2006 Arizona icon on your desktop.



**Note:** *This first time that the software is opened a dialogue box will ask if you would like to look for updates. Click **No***

This is the main window.



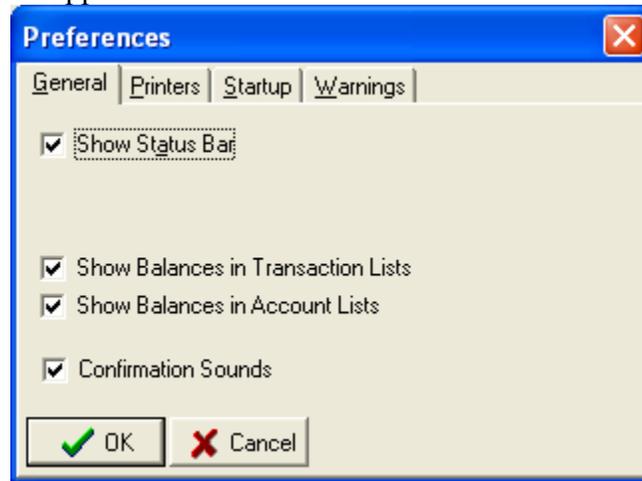
Your committee name will not be shown on the title bar unless you have set up your committee. See the section entitled **Setting Up a Committee** (page 48) for instructions.

### Changing System Preferences

All system preferences are changed in the Preferences window.

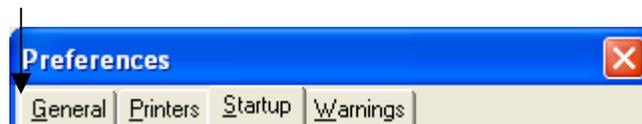
In the main window, click on **File, Preferences**.

The Preferences dialogue box appears.

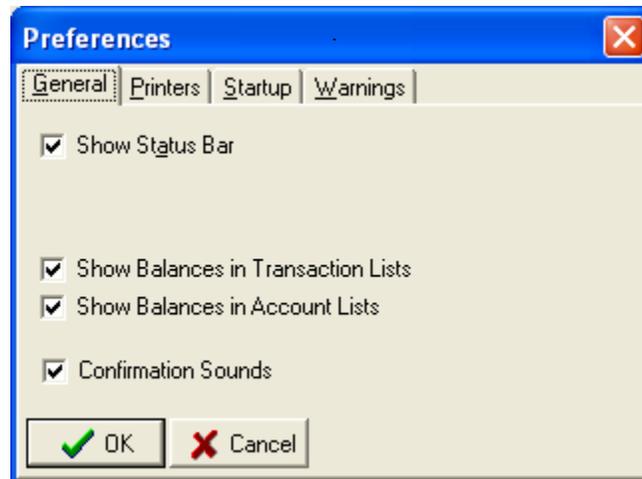


## Changing General Options

Click on the **General** tab of the preference window.



The General options appear.



### Options:

#### Showing/Hiding The Status Bar

The status bar shows useful period information on the bottom of the screen. You may need to set the current period to get it to display period information. To show the status bar, check the box marked **Show Status Bar** by clicking on it. To hide the status bar, uncheck the box by clicking on it again.

### Showing Balances

Balances columns can be displayed for the accounts list, and in individual account windows, if desired. To show balances in individual account windows, check the box that says **Show Balances in Transaction Lists**. To show balances in the accounts list, check the box that says **Show Balances in Account Lists**.

### Confirmation Sounds

Sounds confirm transactions by an audio beep. Putting a check in this box will enable this feature. Leaving it blank will prevent a beep when confirming a transaction.

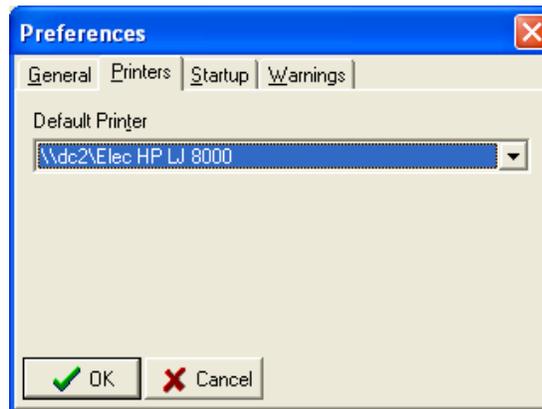
## Changing the System Printer

Reports other than period reports are automatically routed to the printer selected in the Preferences window. Follow these steps to select a printer:

Click on the **Printers** tab of the preference window.



The Printer options appear



The Default Printer options appear. If the name of your printer is not shown, select by clicking on the drop down arrow  and selecting the correct printer.

Click **OK**.



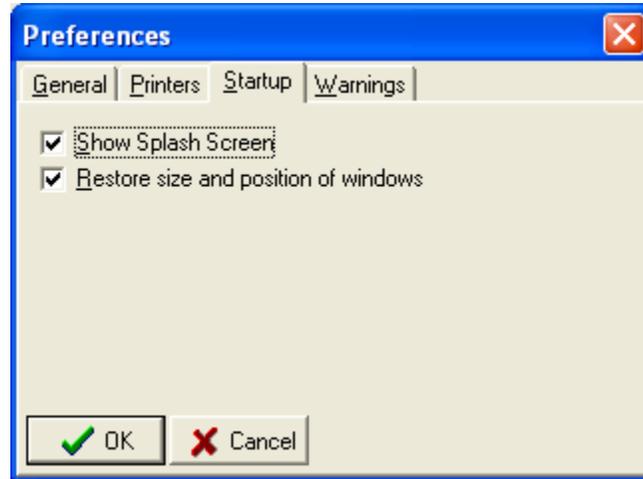
If you don't see the printer you wish to use, you may need to install it first. Consult the documentation for your operating system for instructions on how to do this.

## Changing Startup Options

Click on the **Startup** tab of the preference window.



The Startup options appear



### Options:

#### Splash Screen

If you wish to view a splash screen that shows the version number of the software while waiting for the software to load, click the box that says **Show Splash Screen**.

#### Window Restore

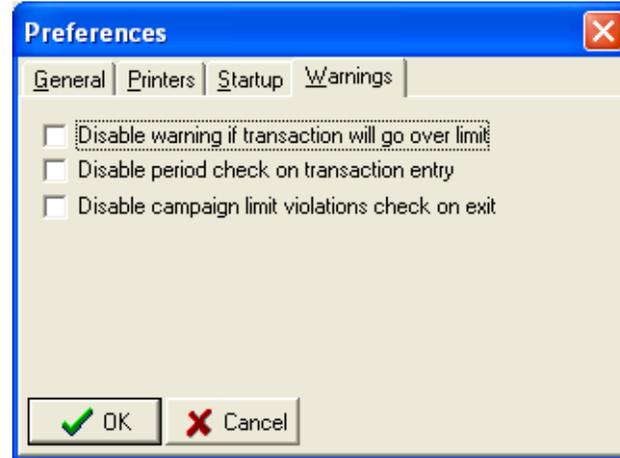
When you close and re-open the software, the program is capable of remembering which windows you have open, along with their size and position. If you would like to turn on this option, click on the box that says **Restore size and position of windows**.

## Enabling and Disabling Warning

Click on the **Warnings** tab of the Preferences window.



The Warnings options appear



### Options:

#### Turn On / Off Limit Checking

Checking for limit violations helps a committee discover excessive contributions as they are entered. If a committee is using the software in an election cycle subsequent to the release of the software, or for a local jurisdiction, the committee may need to disable the limit checking in order to enter contributions. For regular use it is strongly recommended that this check remains enabled.

To disable limit checking, click on and check the box that is labeled **Disable warning if transaction will go over limit**. To enable limit checking, uncheck the box by clicking on it again.

#### Turn On / Off Period Checking

Period checking is a safety feature to help avoid invalid transactions. It is strongly recommended that if you turn off the period checking for data entry purposes, you restore it as soon as you are done with data entry. To disable period checking, check the box that says **Disable period check on transaction entry** by clicking on it. To restore it, uncheck the box.

#### Turn On / Off Limit Checking on exit

The software performs a limit check upon closing of the software. This is a good way for the user to check that the data entered so far is within contribution limits. For regular use it is strongly recommended that the check remains enabled. To disable limit checking when exiting the software, click on and check the box that is labeled **Disable campaign limit violations check on exit**. To enable limit checking, uncheck the box by clicking on it again.

## Setting Up a Committee

**NOTE: We suggest you have your committee’s Statement of Organization in front of you when setting up your committee in the software.**

Start the software if it is not already running.

In the main window, click on **File, New Committee**.

The Committee Properties window appears.

Begin setting up your committee by entering the Filer ID # assigned to you when you registered your Statement of Organization at the Arizona Secretary of State’s office.

Use the pull-down arrow for Type to select your committee type.

Continue to fill out the rest of the form, using the TAB key to move between fields on the form. Click on **Continued** tab.

Fill in the fields for the section, then continuing to the next sections; Chairman, Treasurer and Designee. Complete all screens until you have all the information from the Statement of Organization in the sections pertaining to your committee.

Click **Finish** when you are done.

## Changing Committee Information

At some point you may need to change some of the information regarding your committee. If your committee files with the Secretary of State, then changing this information is a two-step process: 1) You must change the information in your database using the CF software. 2) You must file with the Secretary of State's office an amended Statement of Organization. The CF software will print out a completed Statement of Organization for you. See **Printing an Amended Statement of Organization** (page 74) for instructions.

In the main window, click **File, Committee Properties**

The Committee Properties window appears

Select the tab that holds the information you want to change. For example, click on the **Treasurer** tab to change the treasurer's address.

Type in the changes in the appropriate fields, and when you are done

Click **Finish**.



## Changing The Filer Identification Number

The filer ID cannot be changed in the committee information window.

In the main window click on **File, Committee Actions, Correct FilerID**

The Correct FilerID window will appear



Type in the corrected filer identification number

Click **OK**



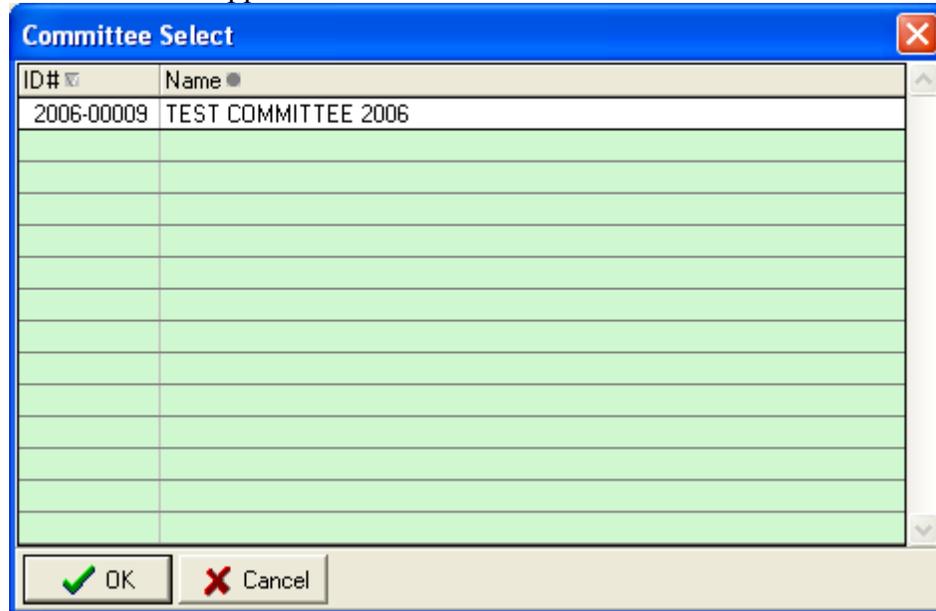


## Deleting a Committee

Deleting a committee is a non-reversible action. Make sure that you back up the final version of the committee information for your records before you delete a committee. See the section called **Backing Up Your Data** (on page 62) for instructions.

In the main window click on **File, Delete Committee**

The Committee Select window appears

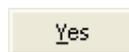


Double-click on the committee you wish to delete

A Confirm window appears



Click **Yes**



## Clearing All Data

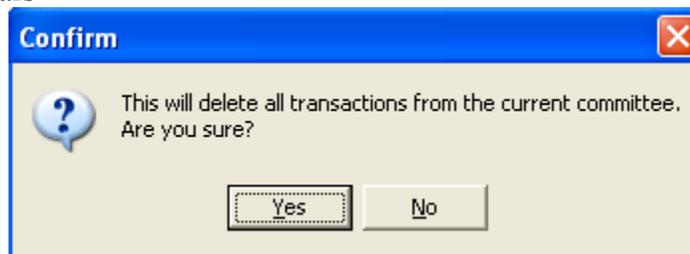
It is strongly recommended that you backup your existing data before clearing it. To find out how to do this, consult the section entitled **Backing Up Your Data** (page 62) for instructions.

## Clearing All Transactions

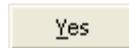
This function clears all the transactions currently in the database, without clearing any names.

In the main window click **File, Committee Actions, Clear All Transactions**

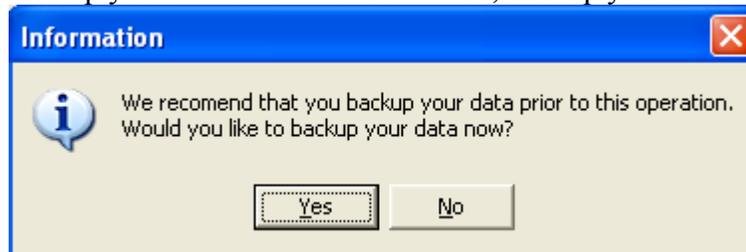
A confirm window appears



Click **Yes**



If you have already backed up your data click **No**. Otherwise, backup your data now by clicking **Yes**



## Clearing All Names And Transactions

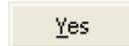
All names in the database can be cleared at the same time as the transactions.

In the main window click on **File, Committee Actions, Clear All Names & Transactions.**

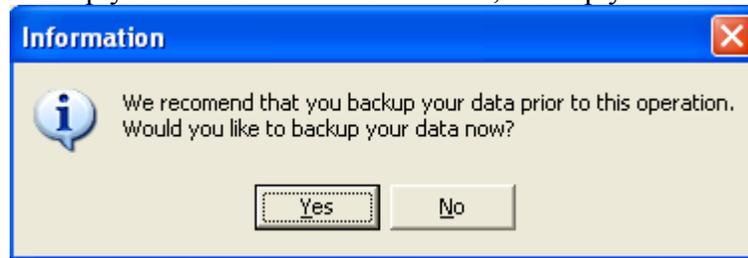
A confirm window appears



Click **Yes**



If you have already backed up your data click **No**. Otherwise, backup your data now by clicking **Yes**.

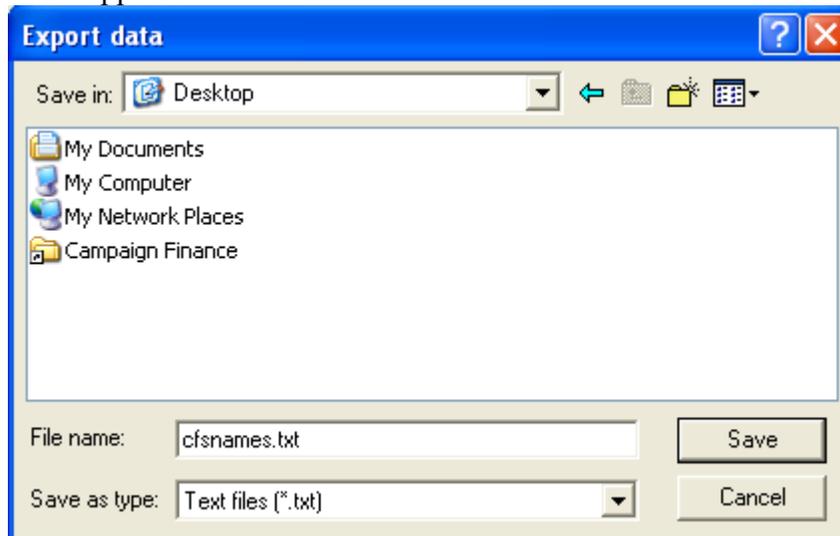


## Exporting And Importing Names

### Exporting Names

In the main window, click on **File, Committee Actions, Export, Names**

The Export data window appears



Choose where you would like to store the export file

Click **Save**



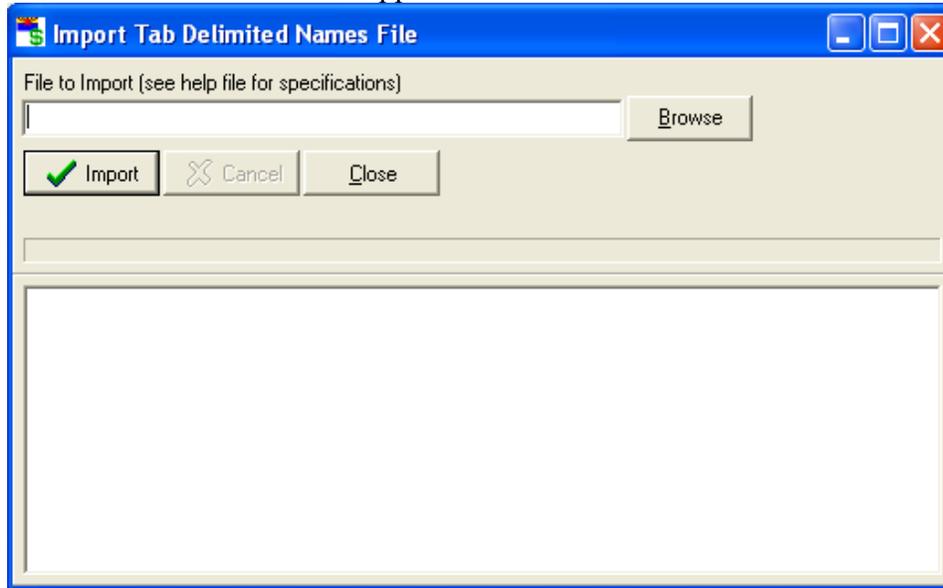
### Importing Names

Name lists can be imported from text files meeting the specifications described in the web page **Error! Hyperlink reference not valid.** [http://www.azsos.gov/cfs/cfs\\_import-export\\_description.htm](http://www.azsos.gov/cfs/cfs_import-export_description.htm)

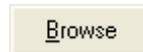
Once a data file has been created, it may be imported into the CFS database. It is strongly recommended that you back up your data before importing data. See the **Backing Up Your Data** (page 62) section for instructions.

In the main window, click **File, Committee Actions, Import, Import Names**

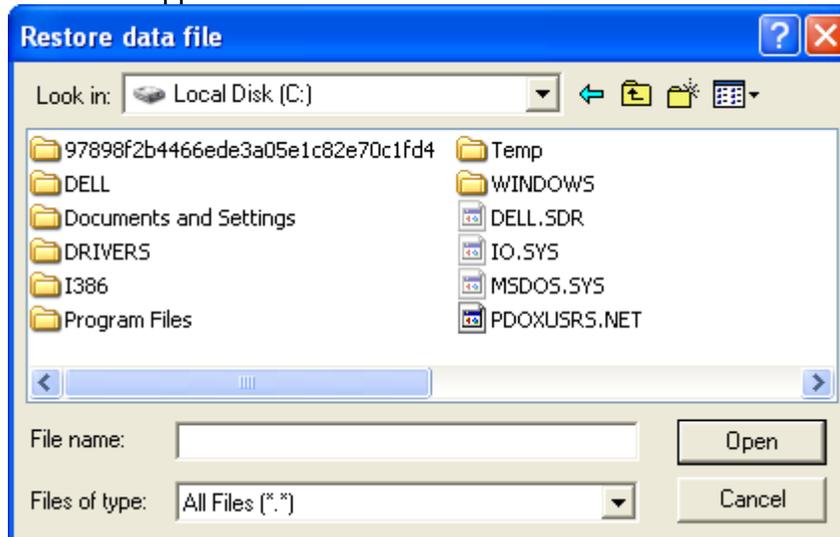
Import Tab Delimited Names File window appears



Click on **Browse**



The Restore data file window appears



Select the drive the prepared file is on by clicking the “Look in:” pull down arrow



Double-click on folders and sub-folders in the window, following the path to the prepared file

Double-click the name of the prepared file

Click **Import**



A prompt appears asking if you want to back up your data. If you have already backed up your data click **No**. Otherwise, backup your data now by clicking **Yes**.

The import function protects against duplicate names. If a name in the import file already exists in the software, the function will produce a window that asks whether or not you would like to replace the existing name with the new name or just discard the new name.

When the import is complete

Click **Close**



## Changing Election Cycles

### Applicable laws:

A.R.S. § 16-905(H)

A.R.S. § 16-915(A)

A.R.S. § 16-915.01(A)(1)&(C)

Contribution Limitations; civil penalty, complaint

Contents of campaign finance reports

Disposal of surplus monies; transfer of debt

If a candidate committee or an exploratory committee is to continue operations in a subsequent election cycle, the committee may choose to:

- ✓ Pay off all loans and debts owed by the committee
- ✓ Collect all loans and debts due the committee
- ✓ Open a new committee for the new election cycle
- ✓ Transfer surplus money to the new committee
- ✓ Terminate the previous committee

The names list can be exported from the old committee and imported into the new committee in order to avoid re-entering information. See the section **Exporting And Importing Names** (page 55) for instructions.

If the old committee does not have enough cash on hand to retire the debts, the debts can be transferred to the new committee as allowed by A.R.S. § 16-915.01(C).

Alternatively, the committee may remain active until it receives funds to retire the debts and can then terminate. In this case, either:

- A) Campaign finance reports must be filed in a timely manner for the committee as required by A.R.S. § 16-913(B or C) until the committee is terminated,

**Or**

- B) Pursuant to A.R.S. § 16-913(E), a candidate committee may file an Annual No Activity Statement by January 31 of the election year. If this option is exercised, the committee does not report until the next year, unless a contribution or expenditure is made.

## Transferring a Committee's Previous Surplus

### A Note About Previous Surplus

The surplus from a committee's previous election cycle will be the amount of cash the previous committee had on hand at the end of the last reporting period of the previous election cycle. You can find this amount on line 7 on the first page of the final period report from the previous election cycle. Surplus from Previous Campaign account (account #620) is the internal account that holds the surplus

from the previous campaign. Entries to this account can be viewed and edited. See the section on **Viewing and Editing Account Entries** (page 64) for instructions.

## Recording Previous Surplus

In the main window, click **Transactions, Previous Committee, Set Previous Campaign Surplus**.

The Enter Surplus From Previous Campaign window opens.

Enter the surplus amount

Enter the last day of the previous election cycle

Click **OK**



## Transferring Previous Debt

### A Note About Previous Debt

Outstanding Debt from Previous Campaign account (account #630) is an internal account in the software that holds the debt carried over from the previous committee and payments on those debts. Entries to this account can be viewed and edited. See the section on **Viewing and Editing Account Entries** (page 64) for instructions.

**Note:** Outstanding loans from the previous election cycle are recorded as previous debt in the current cycle.

## Recording Previous Debt

In the main window, click **Transactions, Previous Committee, Enter Previous Debt(s)**

The Enter Transferred Debt From Previous Committee window opens.

The dialog box has a blue title bar with the text "Enter Transferred Debt from Previous Committee". Below the title bar is a section titled "Transaction Info" with a minus sign icon. It contains three fields: "From" (a pull-down menu), "Date" (a date field with "04/26/2005" and a calendar icon), and "Amount" (a numeric field with "0" and a currency icon). A "Memo" field is located below these. On the right side, there are three buttons: "OK", "Cancel", and "Next" (with a right-pointing arrow).

If the committee has been previously used, select the committee name from the list by clicking the pull-down arrow  at the **From** box. Otherwise, add the committee:

Type the committee name in the **From** box

An Information window appears asking if you would like to add the committee to a list

The dialog box has a blue title bar with the text "Information" and a close button (X). It contains an information icon (i) and the text "PREVIOUS COMMITTEE not in Vendor list. Add to list?". At the bottom, there are two buttons: "OK" and "Cancel".

Click **OK**



The Vendor window appears

The dialog box has a blue title bar with the text "Vendor". Below the title bar is a section titled "Reportable Information (Required)" with a minus sign icon. It contains several fields: "Name" (with "PREVIOUS COMMITTEE" entered), "Address", "Address2", "City", "St" (with "AZ" selected in a pull-down menu), "Zip" (with "-" entered), and "Phone" (with "( ) -" entered). On the right side, there are two buttons: "OK" and "Cancel".

Fill out the boxes in the window, pressing the TAB key between fields

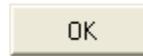
Click **OK**



The entity is now added to the appropriate list, and the Enter Transferred Debt From Previous Committee window is once again active.

Finish filling in the Enter Transferred Debt From Previous Committee window, pressing the TAB key between fields.

Click **OK**



## Transferring Previous Loans

### **A note about Transferring Previous Loans**

Outstanding loans become debts as the election cycle changes. Follow the instructions for **Transferring Previous Debt** (page 59) to transfer any outstanding loans. To repay the loans, see the section titled **Loans, Repayments and Interest** (page 124).

## Backing Up And Restoring Data

### Backing Up Your Data

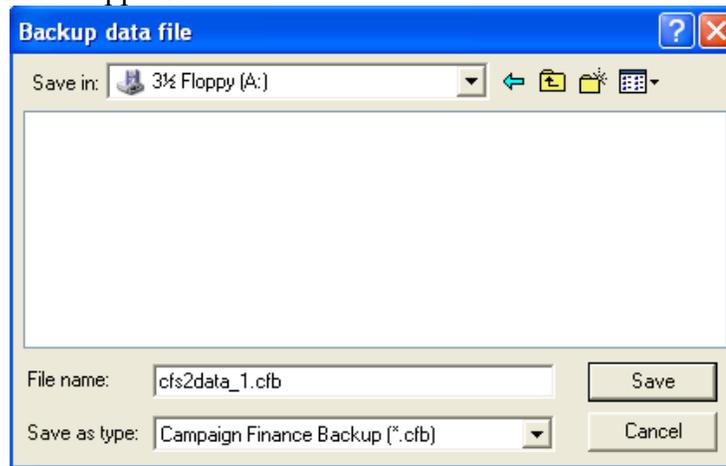
A backup can be done at any time, and can never be done too often. It is important to safeguard your data against accidental erasure, hardware failures, and any other unforeseen dangers. Backing up often ensures that you always have a current copy to fall back on, should anything happen to the original data. Backing up is easy, and only takes a few moments.

You may wish to give the backup file a meaningful name. Including the date of the backup or the committee name in the name of the file may help you locate the file later. Backup files from the CF software have a file extension of **.cfb**.

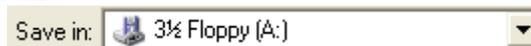
Most commonly, a backup file would be stored on a removable magnetic media such as diskette or zip cartridge. Other options would include CD-RWs or CD burners, Jump drives, network drives and secondary hard drives.

In the main window, click **File, Database, Backup**

The Backup data file window appears



Click on the **Save in** pull down arrow



Click on the drive you wish to store the backup file in (in this case, the A: drive is used)

If you wish to store the file in a folder or subfolder on the drive, double click that folder in the window

Enter an appropriate name in File name

Click **Save**



## Restoring Back Up Data

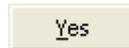
Restoring replaces all data that is currently in the database with data that has been backed up previously.

In the main menu, click **File, Database, Restore**

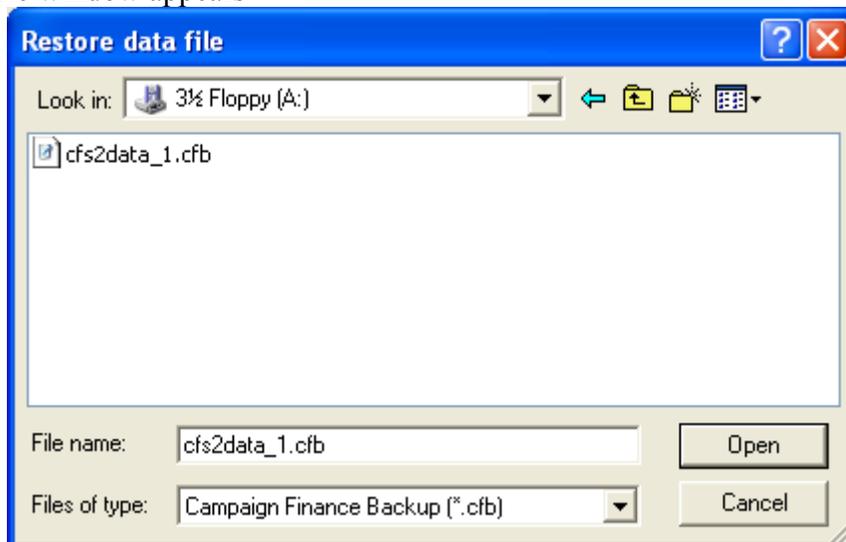
A Confirm window appears



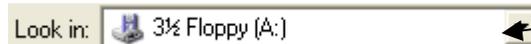
Click **Yes**



The Restore data file window appears



Click on the **Look in** pull down arrow



Click on the drive that the backup file is in (in this case, the A: drive)

If the file is in a folder or subfolder on the drive, double click those folders in the window

Double-click on the backup file to restore the data

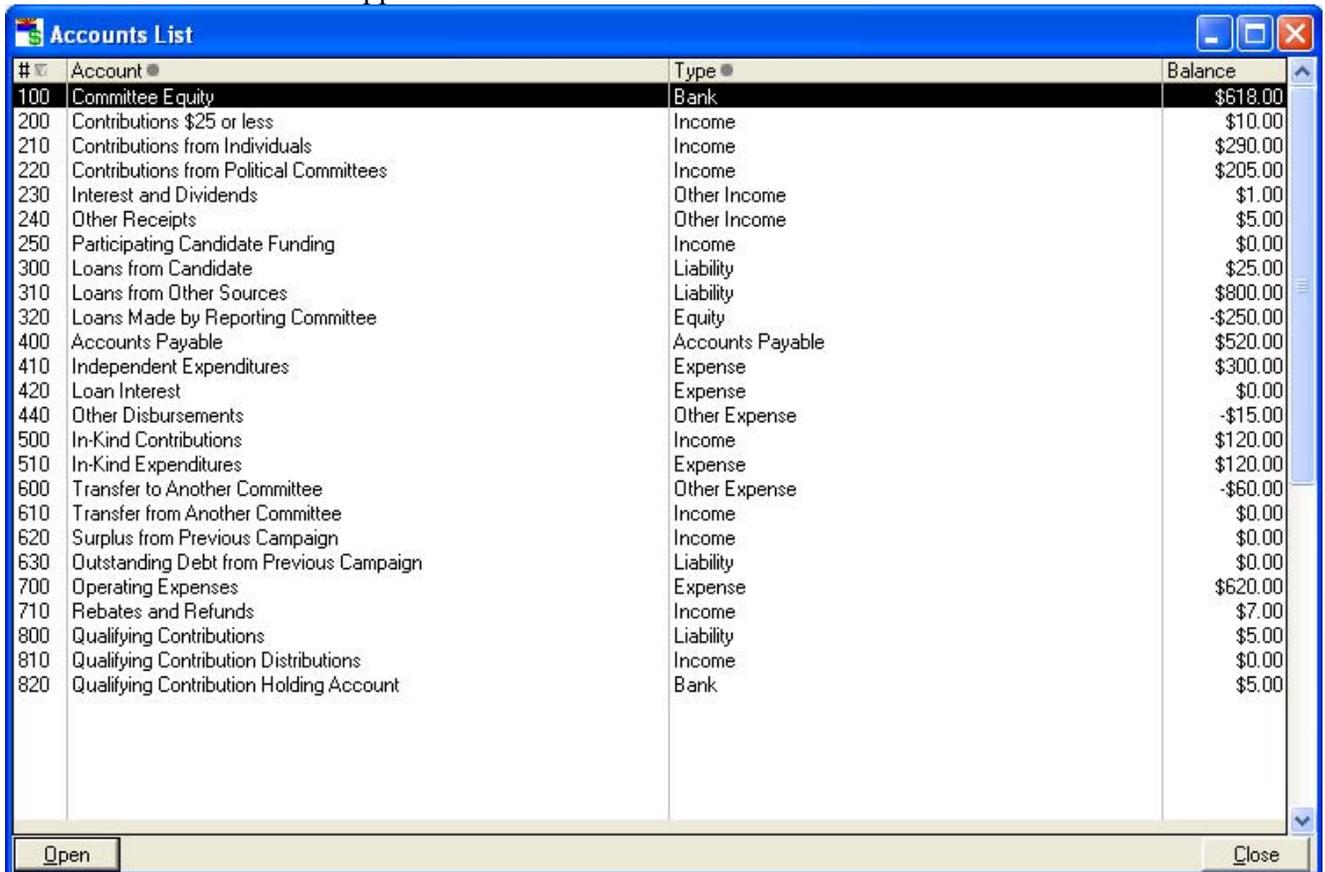
## Viewing and Editing Account Entries

### Viewing Accounts and Their Balances

Transactions are entered into the database using techniques described in the section entitled **Entering Common Transactions** (page 85). Each transaction increases or decreases the balance of one or more *accounts*, or lists of transactions in a particular category.

In the main window, click on **Lists, Accounts**

The Accounts List window appears



#	Account	Type	Balance
100	Committee Equity	Bank	\$618.00
200	Contributions \$25 or less	Income	\$10.00
210	Contributions from Individuals	Income	\$290.00
220	Contributions from Political Committees	Income	\$205.00
230	Interest and Dividends	Other Income	\$1.00
240	Other Receipts	Other Income	\$5.00
250	Participating Candidate Funding	Income	\$0.00
300	Loans from Candidate	Liability	\$25.00
310	Loans from Other Sources	Liability	\$800.00
320	Loans Made by Reporting Committee	Equity	-\$250.00
400	Accounts Payable	Accounts Payable	\$520.00
410	Independent Expenditures	Expense	\$300.00
420	Loan Interest	Expense	\$0.00
440	Other Disbursements	Other Expense	-\$15.00
500	In-Kind Contributions	Income	\$120.00
510	In-Kind Expenditures	Expense	\$120.00
600	Transfer to Another Committee	Other Expense	-\$60.00
610	Transfer from Another Committee	Income	\$0.00
620	Surplus from Previous Campaign	Income	\$0.00
630	Outstanding Debt from Previous Campaign	Liability	\$0.00
700	Operating Expenses	Expense	\$620.00
710	Rebates and Refunds	Income	\$7.00
800	Qualifying Contributions	Liability	\$5.00
810	Qualifying Contribution Distributions	Income	\$0.00
820	Qualifying Contribution Holding Account	Bank	\$5.00

The window shows the account number, name and type. It may also show the current balance for each account if the option is selected in the Preferences window. See the section entitled **Changing System Preferences** (page 43) for instructions.

## Viewing Transactions In An Account

In the main window, click **Lists, Accounts**

The Accounts List window appears

#	Account	Type	Balance
100	Committee Equity	Bank	\$0.00
200	Contributions \$25 or less	Income	\$0.00
210	Contributions from Individuals	Income	\$0.00
220	Contributions from Political Committees	Income	\$0.00
230	Interest and Dividends	Other Income	\$0.00
240	Other Receipts	Other Income	\$0.00
250	Participating Candidate Funding	Income	\$0.00
300	Loans from Candidate	Liability	\$0.00
310	Loans from Other Sources	Liability	\$0.00
320	Loans Made by Reporting Committee	Equity	\$0.00
400	Accounts Payable	Accounts Payable	\$0.00
410	Independent Expenditures	Expense	\$0.00
420	Loan Interest	Expense	\$0.00
440	Other Disbursements	Other Expense	\$0.00
500	In-Kind Contributions	Income	\$0.00
510	In-Kind Expenditures	Expense	\$0.00
600	Transfer to Another Committee	Other Expense	\$0.00
610	Transfer from Another Committee	Income	\$0.00
620	Surplus from Previous Campaign	Income	\$0.00
630	Outstanding Debt from Previous Campaign	Liability	\$0.00
700	Operating Expenses	Expense	\$0.00
710	Rebates and Refunds	Income	\$0.00
800	Qualifying Contributions	Liability	\$0.00
810	Qualifying Contribution Distributions	Income	\$0.00
820	Qualifying Contribution Holding Account	Bank	\$0.00

Double click on the account to be viewed in the Accounts List Window. A window specific to that account appears.

Date	Name	Memo	Billed	Paid
02/04/2005	AB & B		\$90.73	
	Operating Expenses	cell phone		
02/05/2005	AB & B			\$90.73
	Committee Equity	cell phone		
02/28/2005	AB & B		\$89.00	
	Operating Expenses	cell phone		
03/28/2005	AB & B			\$89.00
	Committee Equity	cell phone		
04/26/2005	BLOOPERS TOWN		\$55.00	
	Operating Expenses	staff meeting		
05/26/2005	BLOOPERS TOWN			\$55.00
	Committee Equity	staff meeting		
06/28/2005	DEZIGNS IN SIGNZ		\$350.00	
	Operating Expenses	campaign signs		
07/01/2005	DEZIGNS IN SIGNZ			\$350.00
	Committee Equity	campaign signs		
07/08/2005	BLOOPERS TOWN		\$12,520.89	
	Operating Expenses	dinner fund raiser		
07/27/2005	AB & B		\$89.15	
	Operating Expenses	cell phone charges		
08/17/2005	BLOOPERS TOWN			\$6,000.00
	Committee Equity	dinner fund raiser		
10/21/2005	AB & B			\$89.15
	Committee Equity	cell phone charges		

## Deleting A Transaction

In the main window, click **Lists, Accounts**

The Account Window Appears

The screenshot shows a software window titled "Campaign Finance 2006 - Arizona Edition Name: TEST COMMITTEE 2006 Filerid: 2006-00009 - [Account...". The window contains a menu bar with "File", "Lists", "Transactions", "Reports", "Window", "Online", and "Help". Below the menu bar is a table with the following columns: "#", "Account", "Type", and "Balance". The table lists various accounts and their types, all with a balance of \$0.00. At the bottom of the window, there are buttons for "Open", "Print", and "Close".

#	Account	Type	Balance
100	Committee Equity	Bank	\$0.00
200	Contributions \$25 or less	Income	\$0.00
210	Contributions from Individuals	Income	\$0.00
220	Contributions from Political Committees	Income	\$0.00
230	Interest and Dividends	Other Income	\$0.00
240	Other Receipts	Other Income	\$0.00
250	Participating Candidate Funding	Income	\$0.00
300	Loans from Candidate	Liability	\$0.00
310	Loans from Other Sources	Liability	\$0.00
320	Loans Made by Reporting Committee	Equity	\$0.00
400	Accounts Payable	Accounts Payable	\$0.00
410	Independent Expenditures	Expense	\$0.00
420	Loan Interest	Expense	\$0.00
440	Other Disbursements	Other Expense	\$0.00
500	In-Kind Contributions	Income	\$0.00
510	In-Kind Expenditures	Expense	\$0.00
600	Transfer to Another Committee	Other Expense	\$0.00
610	Transfer from Another Committee	Income	\$0.00
620	Surplus from Previous Campaign	Income	\$0.00
630	Outstanding Debt from Previous Campaign	Liability	\$0.00
700	Operating Expenses	Expense	\$0.00
710	Rebates and Refunds	Income	\$0.00
800	Qualifying Contributions	Liability	\$0.00
810	Qualifying Contribution Distributions	Income	\$0.00
820	Qualifying Contribution Holding Account	Bank	\$0.00

Double-click on the account that holds the transaction you wish to delete. For example, if you have erroneously entered an invoice and need to delete the entry, double-click on Accounts Payable (shown below).

Date	Ref/Chk	Name	Account	Memo	Billed	Paid
02/04/2005	AB & B	Operating Expenses	AB & B	cell phone	\$90.73	
02/05/2005	AB & B	Committee Equity	AB & B	cell phone		\$90.73
02/28/2005	AB & B	Operating Expenses	AB & B	cell phone	\$89.00	
03/28/2005	AB & B	Committee Equity	AB & B	cell phone		\$89.00
04/26/2005	BLOOPERS TOWN	Operating Expenses	BLOOPERS TOWN	staff meeting	\$55.00	
05/26/2005	BLOOPERS TOWN	Committee Equity	BLOOPERS TOWN	staff meeting		\$55.00
06/28/2005	DEZIGNS IN SIGNZ	Operating Expenses	DEZIGNS IN SIGNZ	campaign signs	\$350.00	
07/01/2005	DEZIGNS IN SIGNZ	Committee Equity	DEZIGNS IN SIGNZ	campaign signs		\$350.00
07/08/2005	BLOOPERS TOWN	Operating Expenses	BLOOPERS TOWN	dinner fund raiser	\$12,520.89	
07/27/2005	AB & B	Operating Expenses	AB & B	cell phone charges	\$89.15	
08/17/2005	BLOOPERS TOWN	Committee Equity	BLOOPERS TOWN	dinner fund raiser		\$6,000.00
10/21/2005	AB & B	Committee Equity	AB & B	cell phone charges		\$89.15

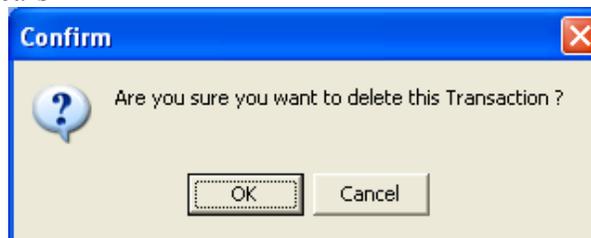
Ending Balance: \$6,520.89

When the transaction window appears, click on the transaction you wish to delete to highlight it

Click **Delete**



A confirmation window appears



Click **OK**



## Editing Transactions

In the main window, click **Lists, Accounts**

The Account Window Appears

#	Account	Type	Balance
100	Committee Equity	Bank	\$0.00
200	Contributions \$25 or less	Income	\$0.00
210	Contributions from Individuals	Income	\$0.00
220	Contributions from Political Committees	Income	\$0.00
230	Interest and Dividends	Other Income	\$0.00
240	Other Receipts	Other Income	\$0.00
250	Participating Candidate Funding	Income	\$0.00
300	Loans from Candidate	Liability	\$0.00
310	Loans from Other Sources	Liability	\$0.00
320	Loans Made by Reporting Committee	Equity	\$0.00
400	Accounts Payable	Accounts Payable	\$0.00
410	Independent Expenditures	Expense	\$0.00
420	Loan Interest	Expense	\$0.00
440	Other Disbursements	Other Expense	\$0.00
500	In-Kind Contributions	Income	\$0.00
510	In-Kind Expenditures	Expense	\$0.00
600	Transfer to Another Committee	Other Expense	\$0.00
610	Transfer from Another Committee	Income	\$0.00
620	Surplus from Previous Campaign	Income	\$0.00
630	Outstanding Debt from Previous Campaign	Liability	\$0.00
700	Operating Expenses	Expense	\$0.00
710	Rebates and Refunds	Income	\$0.00
800	Qualifying Contributions	Liability	\$0.00
810	Qualifying Contribution Distributions	Income	\$0.00
820	Qualifying Contribution Holding Account	Bank	\$0.00

Double-click on the account that holds the transaction you wish to edit. For example, if you have received an amended invoice and need to edit the original invoice entry, double-click on Accounts Payable (shown below).

Date	Name	Ref/Chk	Account	Memo	Billed	Paid
02/04/2005	AB & B		Operating Expenses	cell phone	\$90.73	
02/05/2005	AB & B		Committee Equity	cell phone		\$90.73
02/28/2005	AB & B		Operating Expenses	cell phone	\$89.00	
03/28/2005	AB & B		Committee Equity	cell phone		\$89.00
04/26/2005	BLOOPERS TOWN		Operating Expenses	staff meeting	\$55.00	
05/26/2005	BLOOPERS TOWN		Committee Equity	staff meeting		\$55.00
06/28/2005	DEZIGNS IN SIGNZ		Operating Expenses	campaign signs	\$350.00	
07/01/2005	DEZIGNS IN SIGNZ		Committee Equity	campaign signs		\$350.00
07/08/2005	BLOOPERS TOWN		Operating Expenses	dinner fund raiser	\$12,520.89	
07/27/2005	AB & B		Operating Expenses	cell phone charges	\$89.15	
08/17/2005	BLOOPERS TOWN		Committee Equity	dinner fund raiser		\$6,000.00
10/21/2005	AB & B		Committee Equity	cell phone charges		\$89.15

Ending Balance: \$6,520.89

When the transaction window appears, double-click on the transaction you wish to edit

Enter Bill for Goods or Services window appears

**Enter Bill for Goods or Services**

Transaction Info

From: STONE CHISEL CAMPAIGN SIGNS

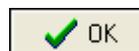
Date of Expenditure: 11/24/2005    Amount: 500

Memo:

OK  
Cancel  
Next

Update the applicable information

Click **OK**



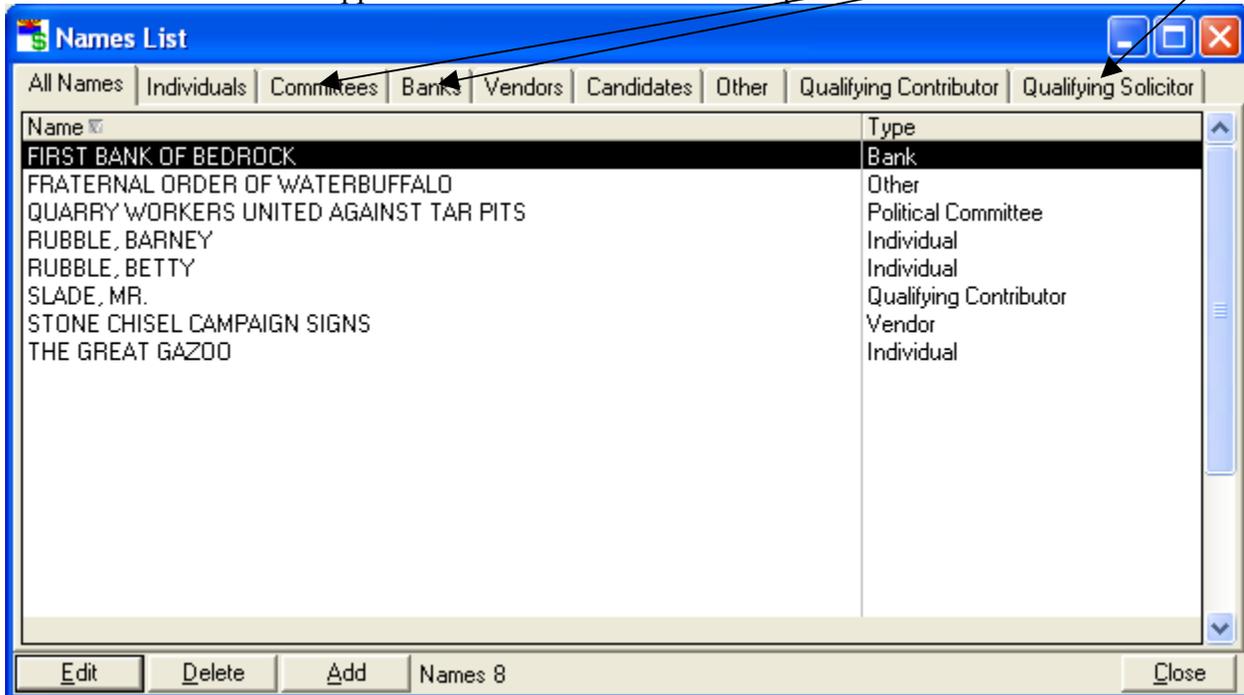
## Viewing and Editing The Names List

### Viewing Names

While transactions are entered using techniques described in the section entitled **Entering Common Transactions** (page 85), names are being added to the database.

In the main window, click **Lists, Names**

The Names List window appears. Note the tabs across the top.

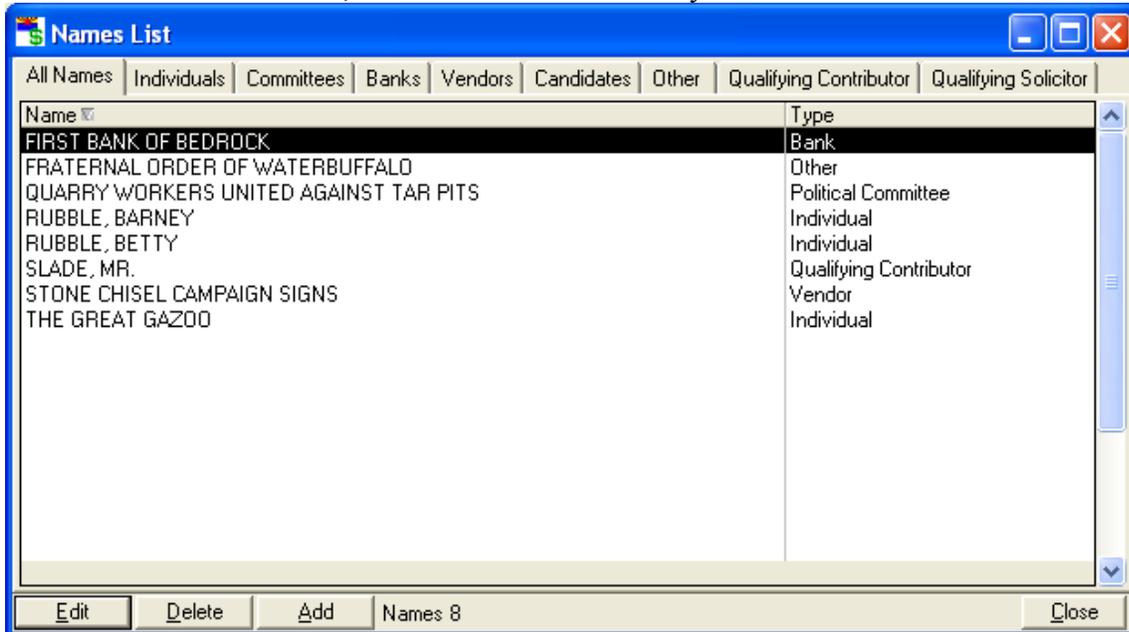


By default the All Names page is selected and shows all the names in the database and their type. The total number of names is shown at the bottom. If you would like the list to show only names from a certain category, click on the tab with that category name.

### Editing Names

Names are not stored with transactions. Rather, a pointer to a name is stored; thus many transactions may have pointers to a single name. Once a name or information about a name is changed, it is changed for all transactions that have pointers to that name. This is a very convenient arrangement compared to changing information for a name in every single transaction in which it occurs. However, this situation implies that a name cannot be deleted if it is used in one or more transactions, because those transactions would then be left without a name attached to them.

In the Names List window, double-click on the name you wish to edit



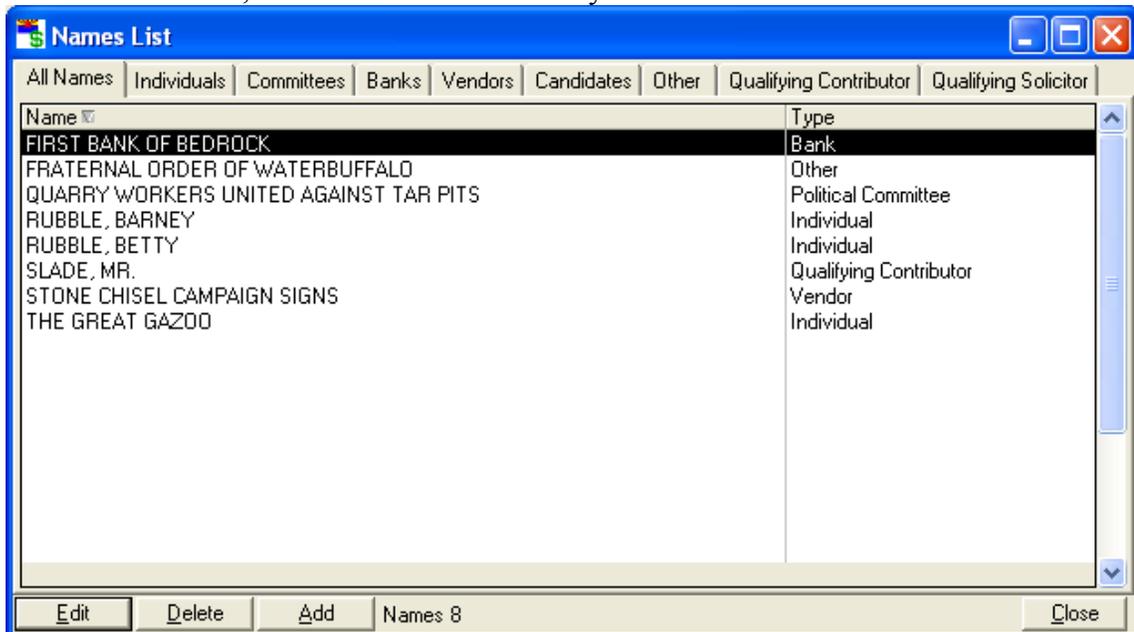
The appropriate information window appears. For instance, if you click on an individual, the individual window appears. Click on the information you wish to change, then type in the new information.

Click **OK**



### Deleting Names

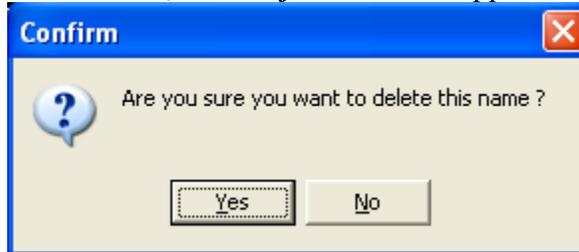
In the Names List window, double-click on the name you wish to delete



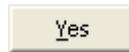
Click **Delete**



If the name is not used in any transactions, the **Confirm** window appears

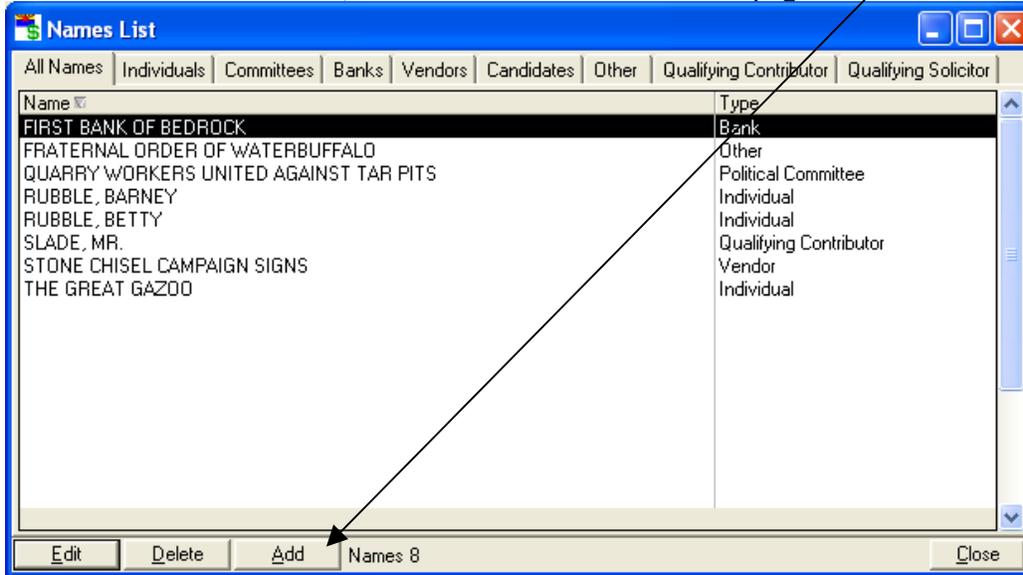


Click **Yes**



## Adding Names

In the Names List window, click **Add** at the bottom of the page



The Select Name Type Window appears



Select the Name Type of the name that you would like to add.

Click **OK**



The appropriate window will appear so that identification information can be entered for that entity. For example, if you select *individual* in the Select Name Type window, the Individual window will appear.

Fill in the information in the window, pressing the TAB key between fields.

Click **OK**



## Reporting

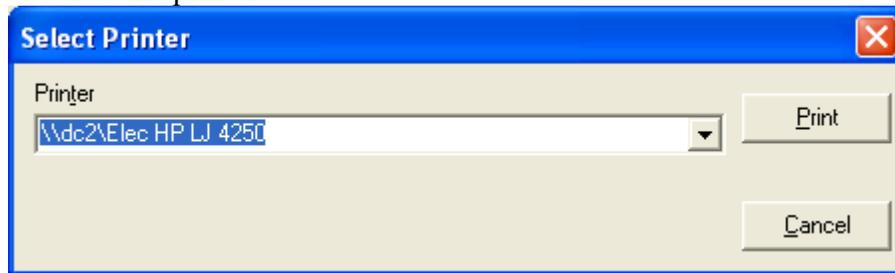
### Printing an Amended Statement of Organization

Pursuant to A.R.S. § 16-902.01(D), if your committee files campaign finance reports with the Secretary of State, you must file an amended Statement of Organization within 5 days of making any changes to your committee information.

To find out how to record changes in committee information, read the section called **Changing Committee Information** (page 49). After making changes, print out the amended Statement of Organization.

In the main window, click on **Reports, Statement of Organization**

A window opens to select the printer



Click **Print**



***NOTE: If your committee is a standing committee, the Statement of Organization must be notarized before sending to the Secretary of State!***

Mail or deliver the form to:

Secretary of State – Election Services  
1700 W. Washington Street, 7<sup>th</sup> floor  
Phoenix, AZ 85007

## Clean Elections Forms

### Application for Certification of a Participating Candidate

See A.R.S. § 16-947 for details about why, when and how a candidate may file this application.

In the main window, click **Reports, Citizens Clean Elections, Application for Certification as a Participating Candidate**

A window opens to select the printer



Click **Print**

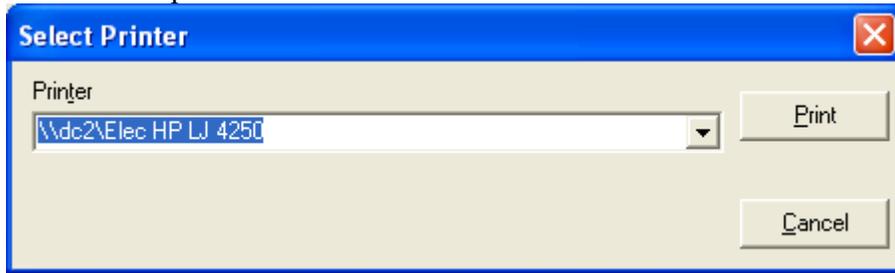


### Application to Receive Participating Funds and \$5 Qualifying Contribution List

See A.R.S. § 16-950 for details about when and how a candidate may file this application.

In the main window, click **Reports, Citizens Clean Elections, Application to Receive Participating Funds and \$5 Qualifying Contribution List**

A window opens to select the printer



Click **Print**



## Viewing and Printing Period Reports

All campaign finance reporting to the Secretary of State will be in electronic format, and no period report need be printed to accomplish this. Paper or Hardcopy reports are for the use of the committee or for filing with a local jurisdiction only.

In the main window, click on **Reports, Period Report**

The Report Selection window appears

Cycle	Period	Period Name	Begin Date	End Date
2004	3	PRE-PRIMARY REPORT	06/01/2004	08/18/2004
2004	4	POST-PRIMARY REPORT	08/19/2004	09/27/2004
2004	5	PRE-GENERAL REPORT	09/28/2004	10/13/2004
2004	6	POST-GENERAL REPORT	10/14/2004	11/22/2004
2006	1	JANUARY 31 REPORT	11/23/2004	12/31/2005
2006	2	JUNE 30 REPORT	01/01/2006	05/31/2006
2006	3	PRE-PRIMARY REPORT	06/01/2006	08/23/2006
2006	4	POST-PRIMARY REPORT	08/24/2006	10/02/2006
2006	5	PRE-GENERAL REPORT	10/03/2006	10/18/2006

Alternate ID for Report

Run Cancel

If an ID other than the committee ID number is to be printed on the report, enter that ID in the box labeled ***Alternate ID for Report***.

Choose either a pre-defined or custom report

### Pre-defined Reports

Select the report from the list supplied by double-clicking on it. If you cannot find the report you need, you must define a custom report.

## Custom Reports

Select a custom report by clicking the button  for custom reports.

The Report Selection window changes to look like this:

Enter the first day of the election cycle. For the 2006 state election cycle, this would be **November 23, 2004**. Transactions from this date forward will be included in the report, on a cumulative basis if they occur before the period of the report.

Enter the first and last day of the reporting period, and a report name and Filing Period description if any, pressing the TAB key between fields.

Click **Run**



The Period Report Setup window appears

## Printing the Report

If you do not see the printer that you wish to use in the window, click the Pull-down arrow  and select the printer from the list by clicking on it.

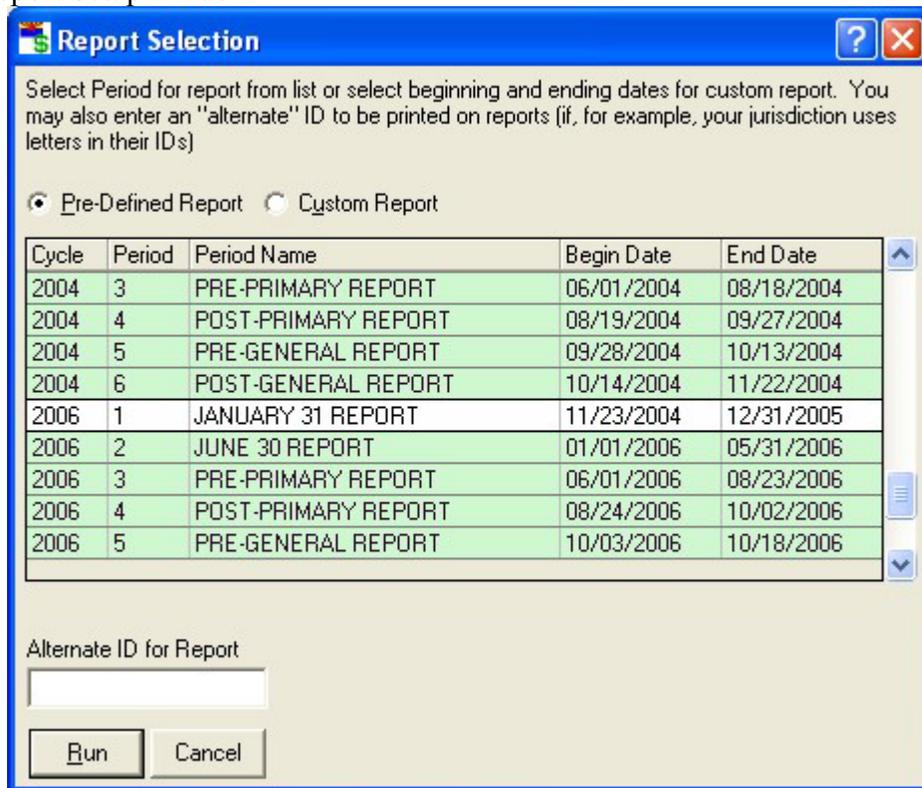
Click **Print**



The report begins printing immediately

## Previewing the Report

In the Period Report Setup window



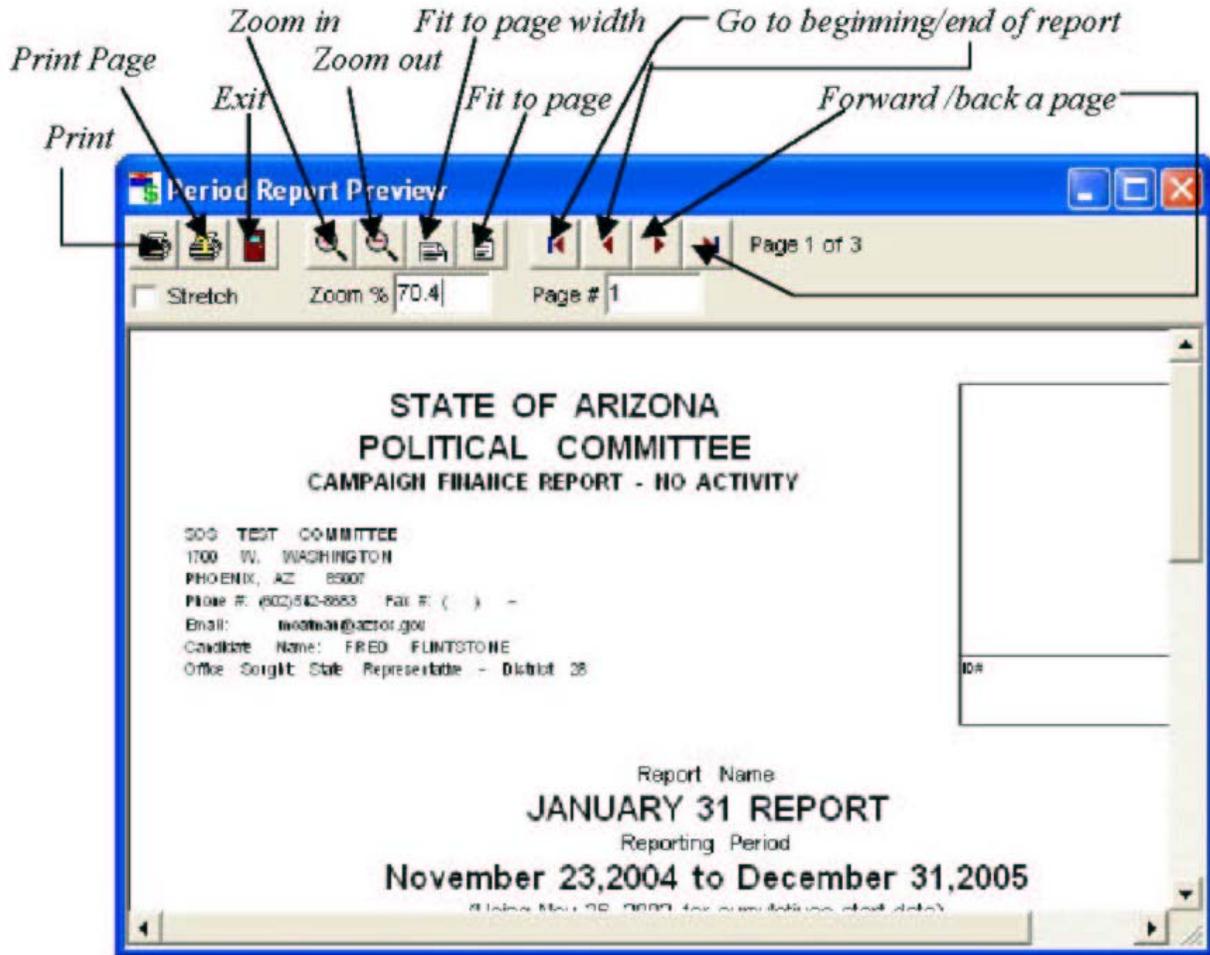
The dialog box titled "Report Selection" contains the following text: "Select Period for report from list or select beginning and ending dates for custom report. You may also enter an 'alternate' ID to be printed on reports (if, for example, your jurisdiction uses letters in their IDs)". Below this text are two radio buttons: "Pre-Defined Report" (selected) and "Custom Report". A table with 5 columns (Cycle, Period, Period Name, Begin Date, End Date) lists various report periods. Below the table is a text input field labeled "Alternate ID for Report". At the bottom are "Run" and "Cancel" buttons.

Cycle	Period	Period Name	Begin Date	End Date
2004	3	PRE-PRIMARY REPORT	06/01/2004	08/18/2004
2004	4	POST-PRIMARY REPORT	08/19/2004	09/27/2004
2004	5	PRE-GENERAL REPORT	09/28/2004	10/13/2004
2004	6	POST-GENERAL REPORT	10/14/2004	11/22/2004
2006	1	JANUARY 31 REPORT	11/23/2004	12/31/2005
2006	2	JUNE 30 REPORT	01/01/2006	05/31/2006
2006	3	PRE-PRIMARY REPORT	06/01/2006	08/23/2006
2006	4	POST-PRIMARY REPORT	08/24/2006	10/02/2006
2006	5	PRE-GENERAL REPORT	10/03/2006	10/18/2006

Click **Preview**



The Period Report Preview window appears.



Click on the buttons described above to navigate and view the report.

When done, click **Exit**



Period Report Preview
\_ □ ×

Page 1 of 3

Stretch    Zoom % 70.4    Page # 1

## STATE OF ARIZONA POLITICAL COMMITTEE CAMPAIGN FINANCE REPORT - NO ACTIVITY

SOS TEST COMMITTEE  
1700 W. WASHINGTON  
PHOENIX, AZ 85007  
Phone #: (602)542-8683 Fax #: ( ) -  
Email: moatmai@azsos.gov  
Candidate Name: FRED FLINTSTONE  
Office Sought: State Representative - District 28

ID# 1

SAMPLE

Report Name  
**JANUARY 31 REPORT**  
Reporting Period  
**November 23,2004 to December 31,2005**  
(Using Nov 26, 2002 for cumulatives start date)  
Filing Period  
**January 1,2006 to January 31,2006**

SUMMARY

	This Period	To Date
5a. Surplus from previous Campaign		\$25,631.00
5b. Cash on Hand at Beginning of this Reporting Period	\$26,724.76	
5c. Total Receipts	\$0.00	\$4,873.76
5d. Subtotal	\$26,724.76	\$30,504.76
6a. Total Debts and Obligations from Previous Committee		\$0.00
6b. Total Disbursements	\$0.00	\$3,780.00
7. Cash on Hand at Close of Reporting Period	\$26,724.76	\$26,724.76

I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.

Print Name of Treasurer (or Candidate) \_\_\_\_\_

Signature of Treasurer or Candidate (if candidate campaign committee and treasurer unavailable) \_\_\_\_\_ Date Signed \_\_\_\_\_

Page 2 of 3  
 Stretch Zoom % 100.0 Page # 2

### DETAILED SUMMARY PAGE

SOS TEST COMMITTEE  
 JANUARY 31 REPORT  
 November 23,2004 to December 31,2005

D# 1

---

	THIS PERIOD	TO DATE
<b>RECEIPTS</b>		
4a. Individuals - more than \$25 (Total from Schedule A)	\$0.00	\$4,873.76
4b. Individuals - aggregate \$25 or less (Total from Schedule A-1)	\$0.00	\$0.00
4c. Political Committees (Total from Schedule B)	\$0.00	\$0.00
4d. Subtotal Contributions [add 4a, 4b and 4c]	\$0.00	\$4,873.76
4e. Refund of contributions including refund of Clean Campaign Participating Funding (Total from Schedule F-2)	\$0.00	\$0.00
4f. Total Contributions Other than Loans and In-Kind [subtract 4e from 4d]	\$0.00	\$4,873.76
5a. Loans made or guaranteed by candidate (Total from Schedule C)	\$0.00	\$0.00
5b. All other loans.	\$0.00	\$0.00
5c. Total Loans [add 5a and 5b]	\$0.00	\$0.00
6. In-Kind contributions (Total from Schedule E)	\$0.00	\$0.00
7. Dividends, interest, and other forms of receipts	\$0.00	\$0.00
8. Total Receipts [add 4f, 5c, 6, and 7]	\$0.00	\$4,873.76
<b>QUALIFYING CONTRIBUTION RECEIPTS</b>		
Qualifying Contributions of \$5 from Individuals	\$0.00	\$0.00
<b>DISBURSEMENTS</b>		
9. Expenditures for operating expenses (Total from Schedule D)	\$0.00	\$0.00
10. Independent Expenditures (Total from Schedule D-1)	\$0.00	\$0.00
11. Value of In-Kind expenditures (Total from Schedule E)	\$0.00	\$0.00
12. Loans made by reporting committee (Total from Schedule D-2)	\$0.00	\$0.00
13a. Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)	\$0.00	\$0.00
13b. Repayment of all other loans (Total from Schedule D-3)	\$0.00	\$0.00
13c. Total Loan Repayments [add 13a and 13b]	\$0.00	\$0.00
14. Transfers to other political committees (Total from Schedule D-6)	\$0.00	\$0.00
15. Any other disbursement (Total from Schedule D-7)	\$0.00	\$4,280.00
16. Subtotal disbursements [add 9,10,11,12,13c,14, and 15]	\$0.00	\$4,280.00

SAMPLE

## Electronic Filing

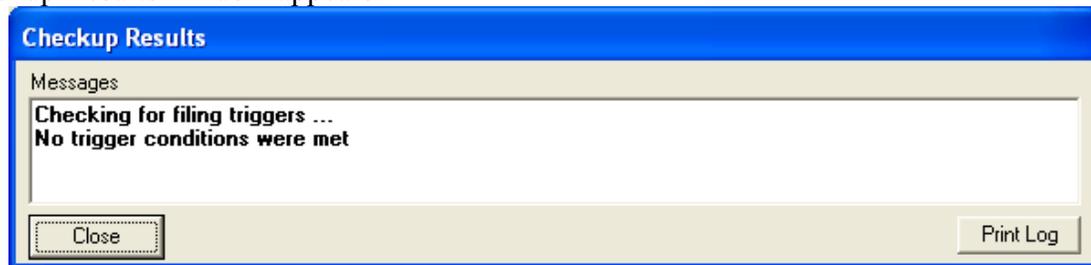
**NOTE: This section is only intended for committees required to file with the Secretary of State.**

All campaign finance reporting to the Secretary of State will be in electronic format and no printed report need be specified to accomplish this.

A.R.S. § 16-913 outlines six (6) reports that must be filed during an election cycle by all committees that report to the Secretary of State. Standing committees file three (3) additional reports, for a total of nine (9). Candidate committees that do not participate in Clean Elections and any person who makes independent expenditures over the amount stated in A.R.S. § 16-941(D) (adjusted biennially by the Secretary of State) may file additional reports in the election cycle, as prescribed by A.R.S. §§ 16-941 and 16-958. Consult these statutes for further information regarding these reports and when to file them.

In the main window, click on **Reports, Electronic Filing**

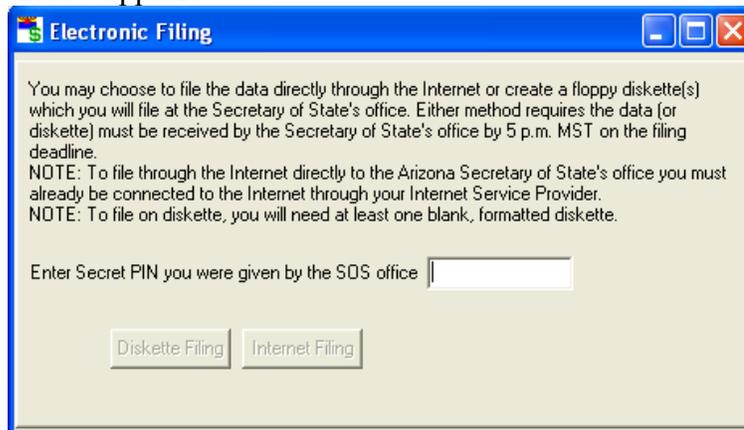
The Checkup Results window appears



Click **Close**



The Electronic Filing window appears



Enter your PIN number in the space provided to activate the options of Diskette Filing or Internet Filing

## Diskette Filing

In the Electronic Filing window after entering PIN number, click **Diskette Filing**

Diskette Filing

The Electronic Filing window changes



Insert a blank floppy disk into your floppy drive

Click **Next**

Next >>

The Electronic Filing window presents an OK message



Click **Continue**

Continue

Bring or send the diskette to the office of the Secretary of State. Per A.R.S. § 16-916, the date of filing is the date of actual receipt by the Secretary of State unless filed by *certified mail*. For filings made by *certified mail* with a United States mail postmark, the date of mailing constitutes the date of filing. For documents filed by commercial delivery service, the date of delivery constitutes date of filing.

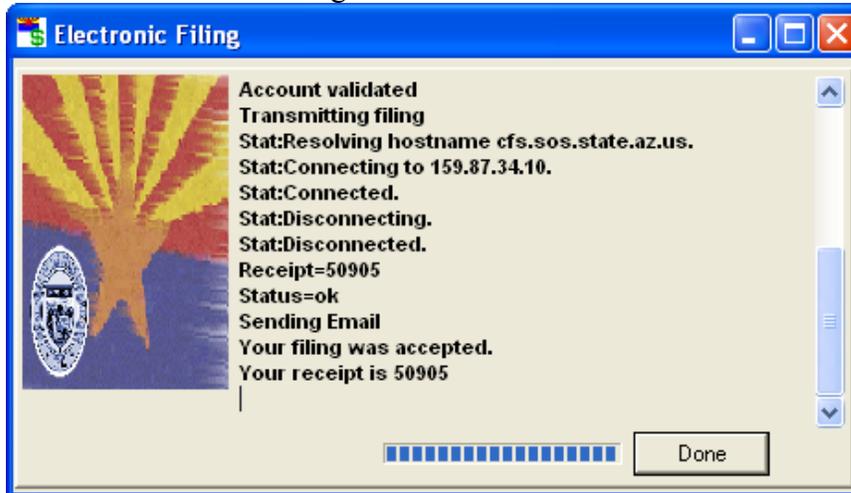
## Internet Filing

Make sure that the computer is connected to the Internet

In the Electronic Filing window after entering PIN number, click **Internet Filing**



An action log appears in the Electronic Filing window



You should receive a receipt number on the last line. Write down this number for your records.

Click **Done**



## Entering Common Transactions

### Recording Transactions According to Law

A.R.S. § 16-904 outlines the duties of the committee treasurer and A.R.S. § 16-915 defines the contents of campaign finance reports. These two laws provide the need and method of reporting the transactions found in this section. If you have questions about what transactions to report or why you should report a transaction, please refer to Title 16, Chapter 6 of the Arizona Revised Statutes.

### Entering Transactions For A Previous Period

You are attempting to enter data outside of the current period if you see this warning:



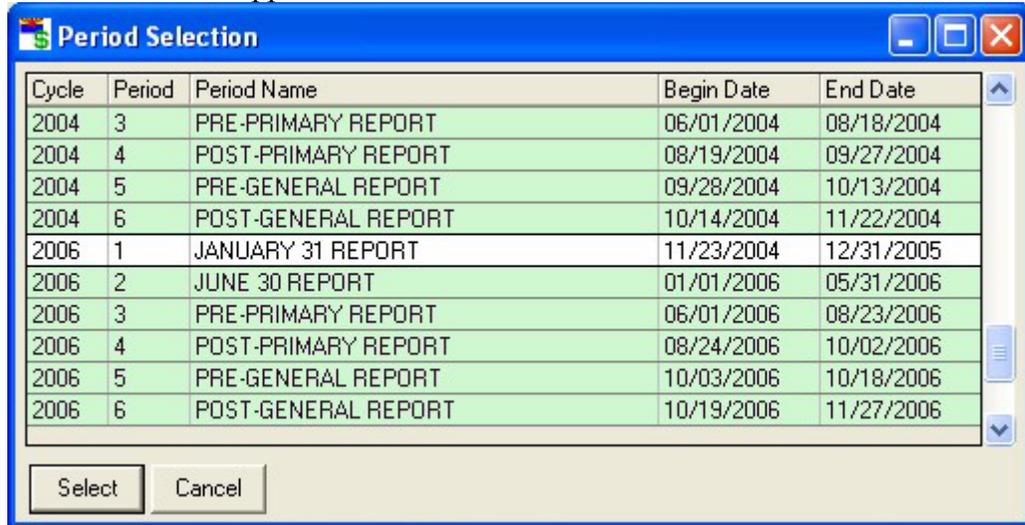
There are two ways to gain access to periods beyond the current period: 1) change the current period or 2) turn off the period checking. See the section entitled [Enabling and Disabling Warnings](#) in [Changing System Preferences](#) (page 43) for instruction on how to disable period checking.

## Setting the Current Period

Sometimes committees will need to amend previous reports and enter transactions that were omitted or incorrectly entered in a previous filing period. This should be avoided whenever possible.

In the main window, click on **File, Set Current Period**

The Period Selection window appears



Double-click on the period of the transaction you wish to amend

Add or amend the transaction

Change back to the current period using the technique above

If a report has already been filed for the period that you have changed, an amended report should be transmitted to the filing office

## Receiving Contributions

### A Note About Receiving Contributions

**There are limits to how much individuals or committees may contribute to a committee.** See the contribution limit chart in this handbook or go to the Secretary of State web page at <http://www.azsos.gov/cfs/library.htm> for updated contribution limits as defined by A.R.S. § 16-905.

**If a check is drawn on a joint account, the contributor is the person who signed the check.** A.R.S. § 16-904(F) defines this, with the exception: “unless specified by the contributor(s) to the contrary”.

**Enter the date that the contribution was received by the committee.**

## Contributions From Individuals

### Notes About Individual Contributions

**If your committee is a ballot measure committee**, all “single source” contributions as defined in A.R.S. § 16-914.01(E) will be entered here.

If a contributor donates \$25 or less, and they may contribute again later in this election cycle, record their contribution using the “Contributions from Individuals/Personal/Family contributions”. When you know the contributor will only be contributing once, record their contribution using “Small (Aggregate \$25 or less)”. The cumulative total of contributions made by every individual must be recorded per A.R.S. § 16-904(E). Keep track of who has contributed how much is to record them as contributions from individuals.

**If a married couple makes a contribution, make two entries.** Ask what each person’s share is of the contribution.

In the software, there is an internal account (account #210) for contributions from individuals and refunds of those contributions. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions on how to do this.

### Recording Individual Contributions

Information Recorded:	Individual Contributions more than \$25 Contributions of \$25 or less from individuals who may contribute again Single source contributions (for ballot measure committees) Contributions by a candidate’s family member Contributions of a candidate’s personal monies Contributions from a married couple
-----------------------	--

In the main window, click on **Transactions, Contributions, Individual/Personal/Family Contribution, Receive**

The Receive Individual/Personal/Family Contribution window appears

If the contributor is already in the names list click the pull down arrow  in the **From** box and choose the name

If this is a new contributor, a confirmation window appears to find out if you would like to add the individual to the list of contributors.



Click **OK**



A window appears to record the individual’s information pursuant to A.R.S. § 16-915

Fill out the required information, pressing the TAB key between fields

If this is a contribution from a candidate or a family member, make sure to toggle the appropriate button.



Click on **OK**



Back in the Receive Individual Contribution window, enter the date and the amount of the contribution, and any other information in the memo line.

Click **OK**



## Contributions From Committees

### Notes About Committee Contributions

A.R.S. § 16-905(H) mandates that candidate committees and exploratory committees may not make contributions to other candidate or exploratory committees.

There are two different contribution limits for two distinct types of committees. A committee that is commonly referred to as a “PAC” (Political Action Committee) is actually a non-candidate committee, as defined in statute and gives at the lower limit. A “Super PAC” is a PAC certified by the Secretary of State to give at the upper limit. See A.R.S. § 16-905(A)(B) for contribution limits. The Secretary of State adjusts these limits biennially.

The requirements needed by a committee to be a Super PAC are listed in § 16-905(I). Copies of a Super PAC’s certification from the Secretary of State must accompany any contributions from those committees.

In the software, there is an internal account (account #220) for contributions from committees and refunds of those contributions. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

## Recording Committee Contributions

In the main window, click on **Transactions, Contributions, Committee, Receive**

The Receive Political Committee Contribution window appears

 A screenshot of a software window titled "Receive Political Committee Contribution". The window has a blue header bar. Below the header, there are several sections:
 

- Transaction Info:** Includes a "From" dropdown menu with "ROYAL ORDER OF WATER BUFFALO COMMITTEE" selected, a "Date of Contribution" field with "07/14/2005" and a calendar icon, an "Amount" field with "1,000" and a currency icon, a "Check #" field, and a "Memo" field with "ROB supports many causes".
- Additional Info:** Includes "Receipt #" and "Batch #" fields.
- Event Info:** Includes an "Event" field and an "Event Date" field with a calendar icon.

 On the right side of the window, there are three buttons: "OK", "Cancel", and "Next" (with a right-pointing arrow).

If the contributor is already in the names list click the pull down arrow  in the **From** box and choose the name

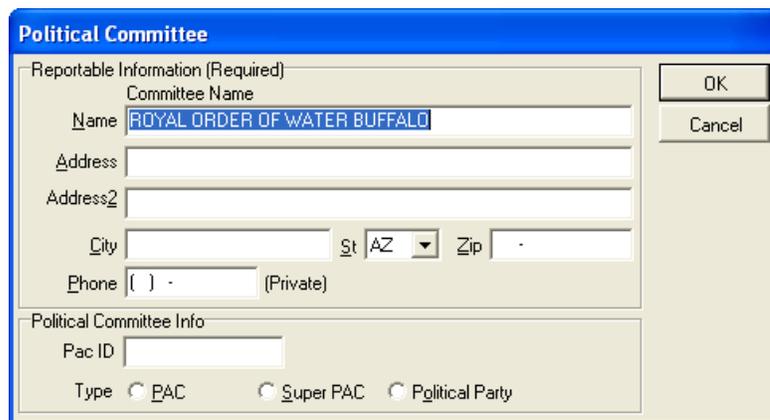
If this is a new contributor, a confirmation window appears to find out if you would like to add the committee to the list of contributors



Click **OK**



A window appears to record the committee's information pursuant to A.R.S. § 16-915



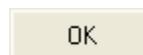
Fill out the required information, pressing the TAB key between fields.

Click **OK**



Back in the Receive Political Committee Contribution window, enter the date and the amount of the contribution, and any other information for that transaction.

Click **OK**



## Small (Aggregate) Contributions (Of \$25 or Less)

### A Note About Small Contributions

If a committee is to receive small contributions from several individuals, the total sum of contributions from all of the individuals can be recorded here. Examples of this would be entering the total revenue from a fundraising dinner or a T-shirt sale where the cost of the items or service is \$25 or less. When using this function, it is important to document the transaction in the memo line so that the committee can explain the contributions if asked to do so. For example, the committee may note “100 T-shirts @ \$15.00 per shirt.”

A.R.S. § 16-904(E)(2) mandates that the treasurer of a committee must keep identification records for all contributors, no matter how small the contribution. For small contributions, this is usually done with a 2-part receipt book or a separate journal. Keep in mind that these records, although not reported to the filing office with period reports, may be requested at any time.

This function is used to record contributions of \$25 or less from contributors whose cumulative contributions are \$25 or less. If a contributor will contribute to a committee on more than one occasion, these contributions should be recorded as *Contributions from Individuals* or *Contributions from Committees*, not small contributions. This is an easier way for the committee to ensure that the aggregate sum of contributions received from that contributor has not exceeded the \$25 limit. Cumulative reporting is required for contributions.

In the software, there is an internal account (account #200) for contributions of \$25 or less. Entries to this account can be viewed and edited; see the section on [Viewing and Editing Account Entries](#) (page 64) for instructions.

## Recording Small Contributions

In the main window, click on **Transactions, Contributions, Small (Aggregate \$25 or less)**

The *Receive Contributions of \$25 or Less* window appears

Enter the date the contribution was received, the aggregate amount of the contribution, and any remarks, pressing the TAB key between fields.

Click **OK**



## In-Kind Contributions

### A Note About In-Kind Contributions and Expenditures

Pursuant to A.R.S. § 16-901(15), in-kind contribution means a contribution of goods or services or anything of value and not a monetary contribution. In-kind contributions must be reported at the fair market value, or the amount that the general public would pay for the same goods or services.

**Contribution limits as described in A.R.S. § 16-905 apply to in-kind contributions.** Keep in mind that the Secretary of State adjusts the limits and levels in this statute biennially. Consult the Campaign Finance Web page at <http://www.azsos.gov/cfs/library.htm> for current limits.

In the software, there is an internal account (account #500) for in-kind contributions. This account holds all of the in-kind contributions received in the current election cycle. There is a sister account (account #510) that holds all the expenditures of in-kind contributions.

**Receiving an in-kind contribution is actually a two-part process,** if the contribution is received, and then it is expended. It may be expended as soon as it is received (e.g.: limousine ride during current reporting period), or it may be expended in part or in whole in some upcoming reporting period (e.g.: a contributor gives something that cannot be used until the next reporting period). Either way, there are at least two separate entries to be made: One for the contribution in account #500, and one or more for the expenditure in account #510. Both of these entries can be made at the same time by checking the box in the *Receive In-Kind Contribution* window that says *Expend Immediately*. To find out how to expend an in-kind contribution at some point in the future, see the section titled **Expending In-Kind Contributions** (page 116) for instructions.

## Recording In-Kind Contributions

In the main window, click on **Transactions, Contributions, In-Kind**

The Receive In-Kind Contribution window appears

If the contributor is already in the names list click the pull down arrow  in the **From** box and choose the name. Otherwise, add the contributor:

Type the contributor name in the **From** box

An Information window appears asking if you would like to add the contributor to a list.



Click **OK**



The Select Name Type Window appears



Click the button  next to the type of contributor

Click **OK**



The appropriate window will appear so that identification information can be entered for that entity. For example, if you select individual in the Select Name Type window, the Individual window will appear.

Fill out the boxes in the window, pressing the TAB key between fields

Click **OK**



The contributor is now added to the appropriate list, and the Receive In-Kind Contribution window is once again active. Finish filling in the Receive In-Kind Contribution window, pressing the TAB key between fields.

If you wish for an entry to be made to the in-kind expenditures account at the same time, make sure the **Expend Immediately** check box is checked.

Click **OK**

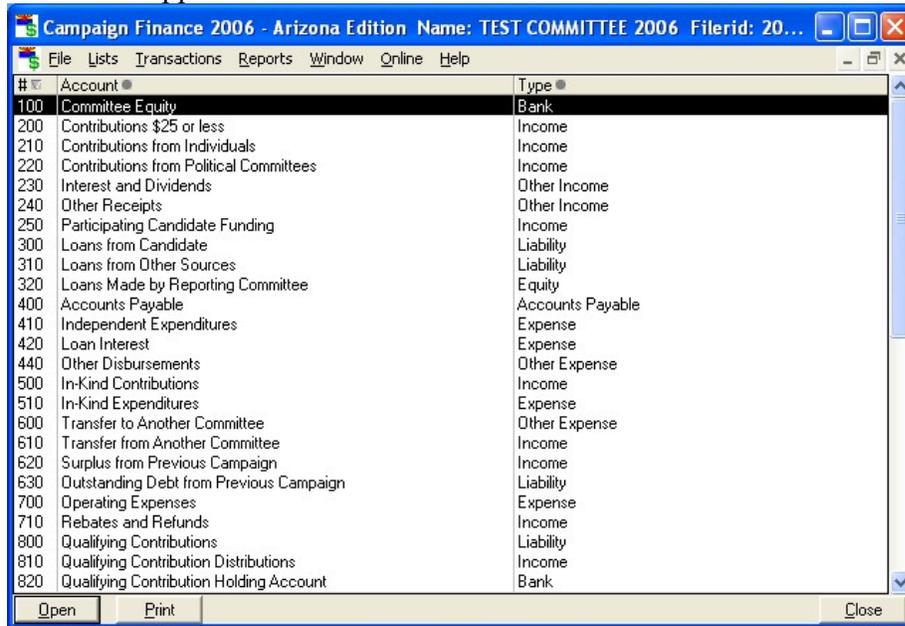


## Printing and Previewing Accounts Lists

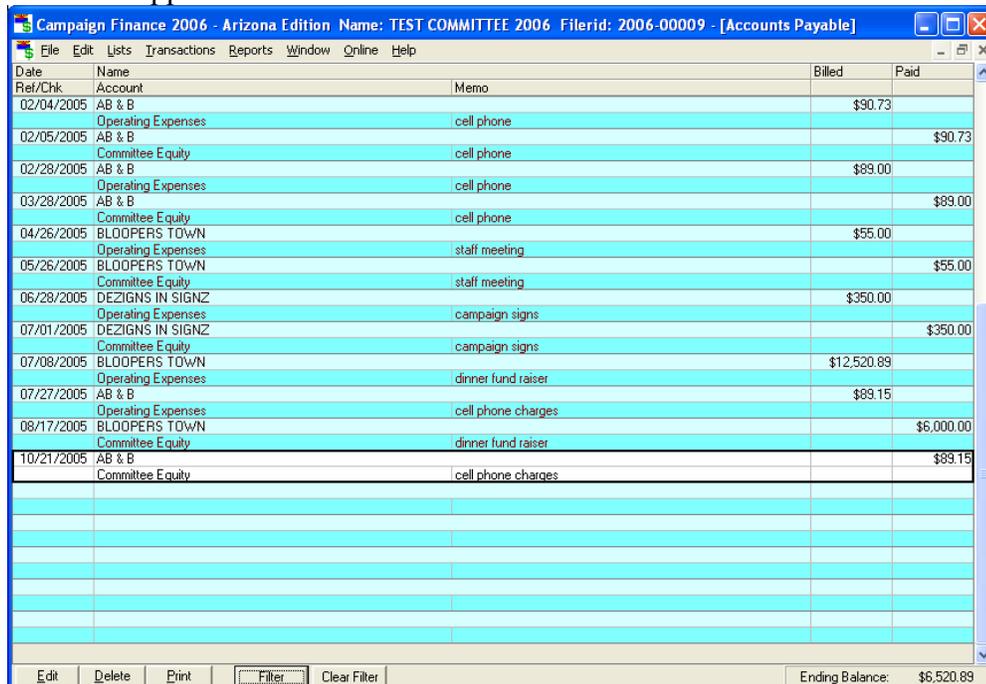
All accounts can be previewed and or printed, except the names list.

In the main window, click on **Lists, Accounts**

The Accounts List window appears



Double click on the account to be previewed or printed in the Accounts List Window. A window specific to that account appears

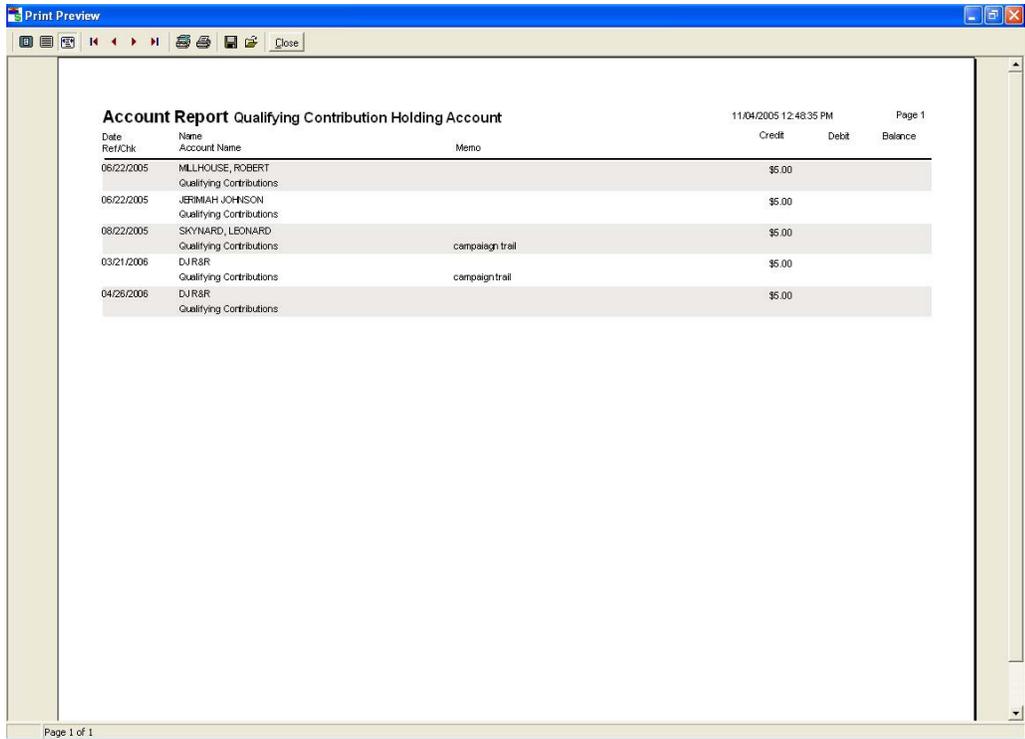




Option shown permits all names, dates, and transactions to be printed

The screen below gives a preview of the account to be printed

**WARNING: DO NOT SAVE**



Date	Ref/Chk	Name	Account Name	Memo	Credit	Debit	Balance
06/22/2005		MILLHOUSE, ROBERT	Qualifying Contributions		\$5.00		
06/22/2005		JERIMAH JOHNSON	Qualifying Contributions		\$5.00		
08/22/2005		SKYNARD, LEONARD	Qualifying Contributions	campaign trail	\$5.00		
03/21/2006	DJR8R	Qualifying Contributions		campaign trail	\$5.00		
04/26/2006	DJR8R	Qualifying Contributions			\$5.00		

From this window you may choose to preview, print a single page, all pages

## Qualifying Contributions

### Citizens Clean Elections Commission (CCEC)

#### A Note About Qualifying Contributions

Qualifying contributions are not grouped with any other contributions. They are contributions held by the committee until they are transferred, all at once to the Secretary of State to be placed in the CCEC fund. They are not a part of receipts or disbursements on the period report.

In the software, the Qualifying Contributions account (account #800) hold the total of all qualifying contributions received in the current election cycle. As the account increases, so does the Qualifying Contribution Holding account (account #820). The Qualifying Contribution Distributions account (account #810) holds the total of qualifying contribution monies that have been transferred to the CCEC. Entries to these three accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

### Recording Qualifying Contributions

In the main window, click on **Transactions, Contributions, Qualifying Contributions, Receive**

The Receive Qualifying Contribution window appears

If the contributor is already in the names list click the pull down arrow  in the **From** box and choose the name. Otherwise a confirmation window appears to find out if you would like to add the individual to the list of contributors.

Click **OK**



The CCEC Qualifying Contributor window appears

A screenshot of a software window titled "CCEC Qualifying Contributor". The window has a blue title bar and a light beige background. It contains several input fields and buttons. The "Reportable Information (Required)" section includes a "Name" field with the text "BETTY RUBBLE", an "Address" field, an "Address2" field, a "City" field, a "St" dropdown menu set to "AZ", a "Zip" field with a hyphen, and a "Phone" field with a "( ) -" prefix and "(Private)" label. The "CCEC Info" section includes a "County" dropdown menu. On the right side of the window, there are "OK" and "Cancel" buttons.

Fill out the form, pressing the TAB key between fields

Click **OK**



## Printing \$5 Qualifying Contributions List

### Applicable laws:

A.R.S. § 16-946

[Qualifying contributions](#)

A.R.S. § 16-950

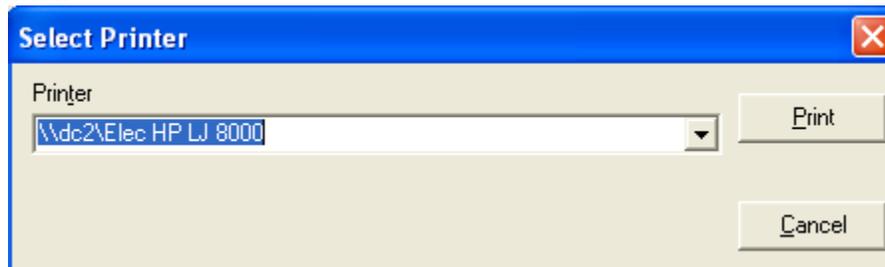
[Qualification for clean campaign funding](#)

After the data entry for the \$5 Qualifying Contributions has been completed, you will need to generate a list.

In the main window, click on **Reports, Citizens Clean Elections, Application to Receive Participating Funds and \$5 Qualifying Contribution List**

Verify the correct printer is selected

Click the **Print** button



A completed application to Receive Participating Funds AND \$5 Qualifying Contribution List will print.

To preview the list of \$5 Qualifying Contributions list see the section **Viewing and Editing Account Entries** (page 64) for instructions.



**STATE OF ARIZONA  
PARTICIPATING CANDIDATE'S APPLICATION  
TO RECEIVE FUNDS AND  
QUALIFYING CONTRIBUTIONS REPORT**

Pursuant to A.R.S. 16-950

ID# **2004-93001**

CANDIDATE <b>BATMAN</b>		OFFICE SOUGHT State Senator - District No. 1
ADDRESS 1717 W BATCAVE DRIVE, GOTHAM, AZ 00000		
COUNTY OF RESIDENCE	PARTY	
CANDIDATE TELEPHONE # (555) 555-5555	CANDIDATE FAX #	CANDIDATE EMAIL ADDRESS mtturner@sos.state.az.us
NAME OF POLITICAL COMMITTEE <b>BATMAN FOR GOTHAM SENATE</b>		
ADDRESS (NUMBER & STREET) 1111 N MAIN STREET, GOTHAM, AZ 00000		
MAILING ADDRESS 1111 N MAIN STREET, GOTHAM, AZ 00000		
COMMITTEE TELEPHONE # (555) 555-5555	COMMITTEE FAX #	COMMITTEE EMAIL ADDRESS mtturner@sos.state.az.us
NAME OF DESIGNATED INDIVIDUAL WITH AUTHORITY TO WITHDRAW FUNDS (IF APPLICABLE) (A.R.S. 16-948)		
DESIGNATED INDIVIDUAL'S ADDRESS		
DESIGNATED INDIVIDUAL'S PHONE #	DI'S FAX #	DI'S EMAIL ADDRESS

REALLOCATION OPTION: A participating candidate for legislature in a one-party dominant legislative district who is qualified for the party primary election of the dominant party may elect to reallocate a portion of the funds from the general election period to the primary election period (A.R.S. 16-952(D)). If you believe that you are eligible and you wish to choose this option, please place a "YES" in the box to the right.

- A.  The Candidate is proceeding as an independent.
- B.  The Candidate is applying to qualify for funding for a party primary of a political organization entitled to continued representation on the official ballot as prescribed in A.R.S. 16-804.
- C.  The Candidate is applying to qualify for funding for a general election as a party's nominee of a political organization entitled to continued representation on the official ballot as prescribed in A.R.S. 16-804.

Number of non-duplicative qualifying contributions received (attached list sorted by county) (A.R.S.16-950(B)):	9
Number of original qualifying contributions reporting slips attached (see A.R.S.16-950(B) and A.R.S. 16-905(C)):	
Sum of qualifying contributions collected (Candidate or Committee's check or money order for an amount equal to the sum of qualifying contributions is attached)(A.R.S. 16-950(B)):	\$45.00

I certify that this Application to Receive Funds and Qualifying Contributions Report, and accompanying materials to this statement, are true and complete to the best of my knowledge and belief.

Date: \_\_\_\_\_ DI's or Candidate's Signature : \_\_\_\_\_

<b>Qualifying Contributions of \$5 - From Individuals *</b>		<b>SCHEDULE A-2</b>	
BATMAN FOR GOTHAM SENATE November 26, 2002 to November 22, 2004		ID# <span style="font-size: 1.5em; font-weight: bold;">200493001</span>	
Name, Address, County, Solicitor and Receipt	Date		
CITIZEN 1 1010 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN	Coconino	02/06/2004	\$5 Contribution
CITIZEN 2 1011 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN	Coconino	02/06/2004	\$5 Contribution
CITIZEN 3 1012 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN	Coconino	02/06/2004	\$5 Contribution
Coconino		TOTAL COLLECTED:	\$15.00
CITIZEN 4 1013 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN	Maricopa	02/06/2004	\$5 Contribution
CITIZEN 5 1014 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN	Maricopa	02/06/2004	\$5 Contribution
CITIZEN 6 1015 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN	Maricopa	02/06/2004	\$5 Contribution
Maricopa		TOTAL COLLECTED:	\$15.00
CITIZEN 7 1016 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN	Yavapai	02/06/2004	\$5 Contribution
CITIZEN 8 1017 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN	Yavapai	02/06/2004	\$5 Contribution
CITIZEN 9 1018 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN	Yavapai	02/06/2004	\$5 Contribution
Yavapai		TOTAL COLLECTED:	\$15.00
		TOTAL COLLECTED:	\$45.00

## Participating Funding

### A Note About Participating Funding

Participating funding is a contribution from the CCEC, and appears on the period reports on Schedule A (contributions from individuals).

In the software, there is an account (account #250) named Participating Candidate Funding account. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

### Recording Participating Funding

In the main window, click on **Transactions, Contributions, Clean Campaign Participating Funding, Receive**

The Receive Participating Candidate Funding window appears

Receive Participating Candidate Funding

Receive Clean Campaign Participating Candidate Funding

Transaction Info

Date 04/26/2006 Amount 11,945

Memo Primary Election Funding

Additional Info

Receipt # Batch #

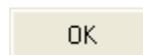
OK

Cancel

Next

Enter the transaction information

Click **OK**



## Receipts Other Than Contributions

Receipts in this section appear on line 7 of the Detailed Summary Page of the campaign finance report. See the section on **Viewing and Printing Period Reports** (page 76) for instructions.

### Receiving Interest And Dividends

This is where to receive interest or dividends on the committee account. An entry using this function will increase the Committee Equity account (account #100) and the Interest and Dividends account (account #230). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

In the main window, click on **Transactions, Interest**

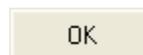
The Receive Dividends or Interest window appears

If the bank is already in the names list, click the pull-down arrow  in the **From** box and select the name of the bank by clicking on it.

If the bank is not in the names list, enter their name in the **From** box

An Information window appears

Click **OK**



The Bank window appears

Fill out the information regarding your bank, pressing the TAB key between fields

Click **OK**



Back in the Receive Dividends or Interest window, enter in the date and amount of the transaction

Click **OK**



## Other Receipts

This function records any receipts that are not contributions and are not interest. These transactions increase the Other Receipts account (account #240) and the Committee Equity account (account #100). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

In the main window, click on **Transactions, Other, Receipts**

The Other Receipts window appears

If the contribution is from an entity that is already in the names list, click the pull-down  arrow in the **From** box and select the name of the giver by clicking on it.

If the giver is not in the names list, enter their name in the **From** box.

An Information window appears



Click **OK**



The Select Name Type window appears



Select the type of entity for the giver by clicking on the button next to it 

Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the Individual window will appear.

Fill out the form, pressing the TAB key between fields.

Click **OK**



Back in the Other Receipts window, enter the date, amount, and description of the receipt, pressing the TAB key between fields.

## Refunding Contributions

Applicable Laws: A.R.S. § 16-905

### A Note About Refunding Contributions

If a committee receives a non-acceptable contribution from an entity, they should immediately refund the contribution (or the part of it that causes it to be non-acceptable).

Refunds are stored in the same accounts as their corresponding contributions. They can be viewed and edited. See the section on **Viewing and Editing Account Entries** (page 64) for instructions.

## Refunds To Individuals

In the main window, click on **Transactions, Contributions, Individual/Personal/Family Contribution, Refund**.

The Refund Contribution from an Individual window appears

Name	Contribs	Balance
INDIVIDUAL CONTRIBUTOR	\$100.00	\$100.00

Date: 04/26/2006    Amount: 0

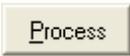
Memo: \_\_\_\_\_

Buttons: Process, Close, Next

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**



## Refunds To Committees

### Notes About Refunding Committee Contributions

In the software, refunds of committee contributions are stored in Contributions from Committees account (account #220). Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

### Recording Refunds To Committees

In the main window, click on **Transactions, Contributions, Committee Contribution, Refund.**

The Refund Committee Contribution window appears

Name	Contribs	Balance
TEST POLITICAL COMMITTEE	\$2,850.00	\$2,850.00

Date: 04/26/2006 | Amount: 0

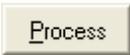
Memo: \_\_\_\_\_

Buttons: Process, Close, Next

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**



## Refunding Qualifying Contributions

In the main window, click on **Transactions, Contributions, Qualifying Contributions, Refund**

The Refund Qualifying Contributions window appears

Name	Contribs	Balance
TEST QUALIFYING CONTRIBUTOR	\$5.00	\$5.00

Date: 04/26/2006

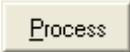
Memo: \_\_\_\_\_

Buttons: Process, Close, Next

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**



## Expenses, Payments, and Credits

When a committee purchases goods or services, an expense is incurred. When expenses are incurred, the Operating Expenses account (account #700) increases. If the expense is paid for at the time it is incurred, the Committee Equity account (account #100) decreases. If the goods or services are purchased on credit, the Accounts Payable account (account #400) increases.

Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

### Paying For An Expense As It Is Incurred (Record Expenditure)

To record an expense and debit the committee equity account at the same time, use the Record Expenditure function. This function is only used to record payments made when goods and services are received, not to pay on bills for goods and services that have been received on credit and previously recorded with the Enter Bills function.

This function increases the Operating Expenditures account (account #700) and reduces the Committee Equity account (account #100) at the same time.

If you pay for goods or services with cash, you can still use this function to record the transaction. In this case, do not enter a check number.

In the main window, click on **Transactions, Expenditures, Record Expenditure**.

The Record Expenditure window appears

Record a check number if applicable Enter the date

If this payment is going to an existing vendor, click the pull down arrow  in the **Payee** box and select a vendor by clicking on it

If this payment is going to a new vendor, type in the vendor name

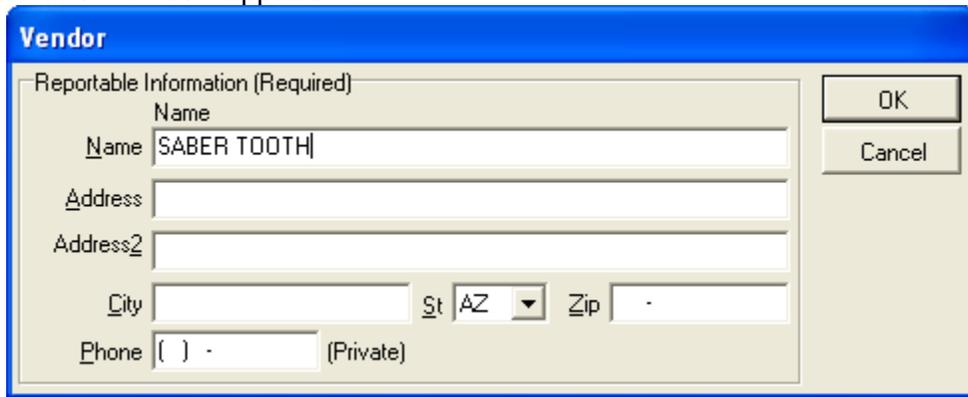
An information window appears if this is a new vendor



Click **OK**

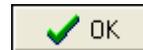


A Vendor information window appears



Fill out the required information

Click **OK**



Back in the Record Expenditure window record the amount. Enter a description of the expense in the memo box.

Click **OK**

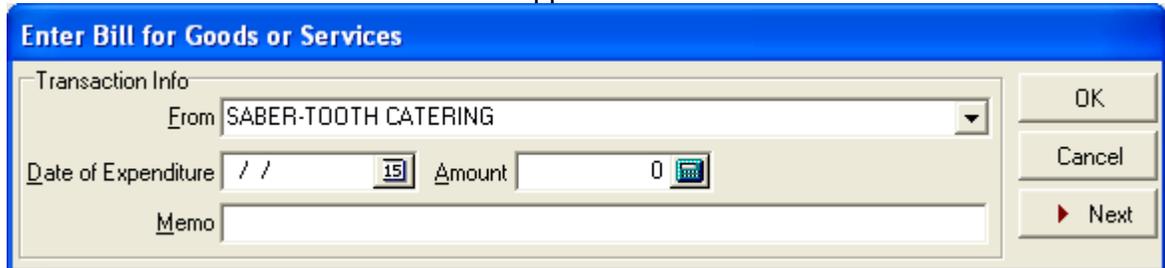


## Entering Bills

This function is only used to record Expenditures made on credit. It increases the Operating Expenditures account (account #700) and Accounts Payable (account #400) at the same time.

In the main window, click on **Transactions, Expenditures, Enter Bills**

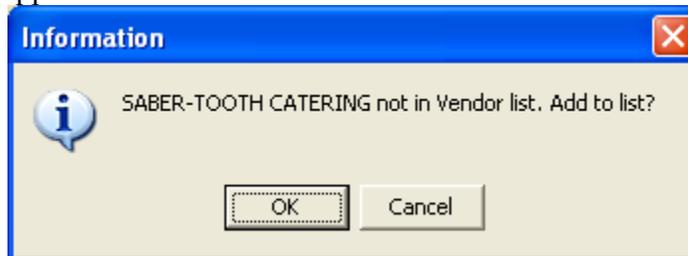
The Enter Bills for Goods or Services window appears



If this payment is going to an existing vendor, click the pull down arrow  in the **From** box and select a vendor by clicking on it.

If this payment is going to a new vendor, type in the vendor name

An information window appears if this is a new vendor



Click **OK**



A Vendor information window appears



Fill out the required information

Click **OK**



In the Enter Bills for Goods or Services window, enter the date, bill amount, and a description of the goods or service purchased, pressing the TAB key between fields.

Click **OK**

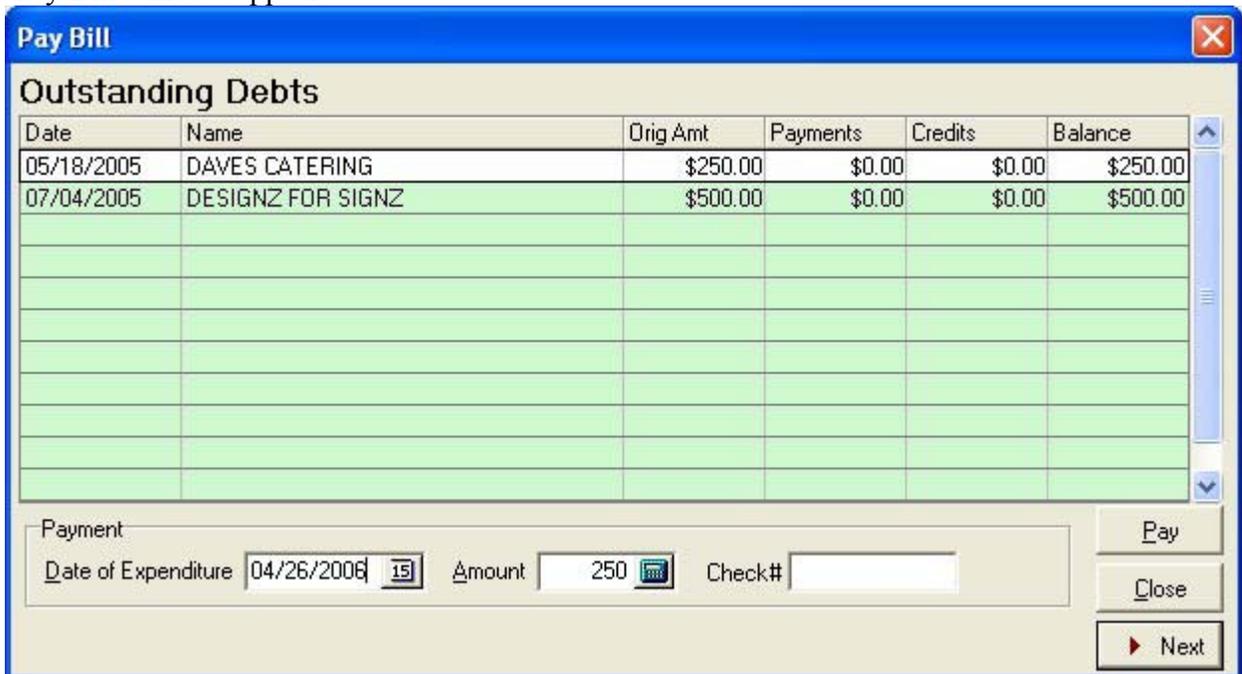


### Paying Bills

This function is used to record payments against bills recorded in **the Enter Bills** function. It reduces the Accounts Payable account (account #400) and the Committee Equity account (account #100) at the same time.

In the main window, click on **Transactions, Expenditures, Pay Bill**

The Pay Bill window appears



Highlight the debt you wish to pay on by clicking on it

Enter the date, amount, and check number (if any), pressing the TAB key between fields.

Click **Pay**



## Paying Debts from the Previous Committee

In the main window, click on **Transactions**, **Previous Committee**, and **Pay on Previous Debt(s)**

The Pay Transferred Debt window appears

The screenshot shows a software window titled "Pay Transferred Debt". Inside, there is a table titled "Outstanding Transferred Debts" with the following data:

Date	Name	Orig Amt	Payments	Balance
04/21/2005	DESIGNZ FOR SIGNZ	\$2,500.00	\$0.00	\$2,500.00

Below the table is a "Payment" section with the following fields and values:

- Date: 04/26/2006
- Amount: 2,500
- Check#: (empty)

Buttons for "Pay", "Close", and "Next" are located on the right side of the window.

Highlight the debt you wish to pay on by clicking on it

Enter the date and amount of the payment, and the check number if any

Click **Pay**



## Receiving Credit from a Vendor

If a credit note is issued from a vendor before the original bill from that vendor is paid, it is entered here. This is for credits issued for overcharges or contract revisions or other reasons that are not intended for just this particular committee. Credits that are “special treatment” for this committee should be recorded as in-kind contributions.

This function decreases the Accounts Payable account (account #400) and the Operating Expenditures account (account #700).

In the main window, click on **Transactions, Expenditures, Receive Credit from vendor**

The Receive Credit window appears

Date	Name	Orig Amt	Payments	Credits	Balance
05/18/2005	DAVES CATERING	\$250.00	\$75.00	\$0.00	\$175.00
07/04/2005	DESIGNZ FOR SIGNZ	\$500.00	\$0.00	\$0.00	\$500.00

Credit

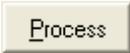
Date: 04/22/2005    Amount: 25    Memo: discount

Process    Close    Next

Highlight the bill you wish to apply the credit to by clicking on it

Enter the date, the amount and the reason for the credit, pressing the TAB key between fields

Click **Process**

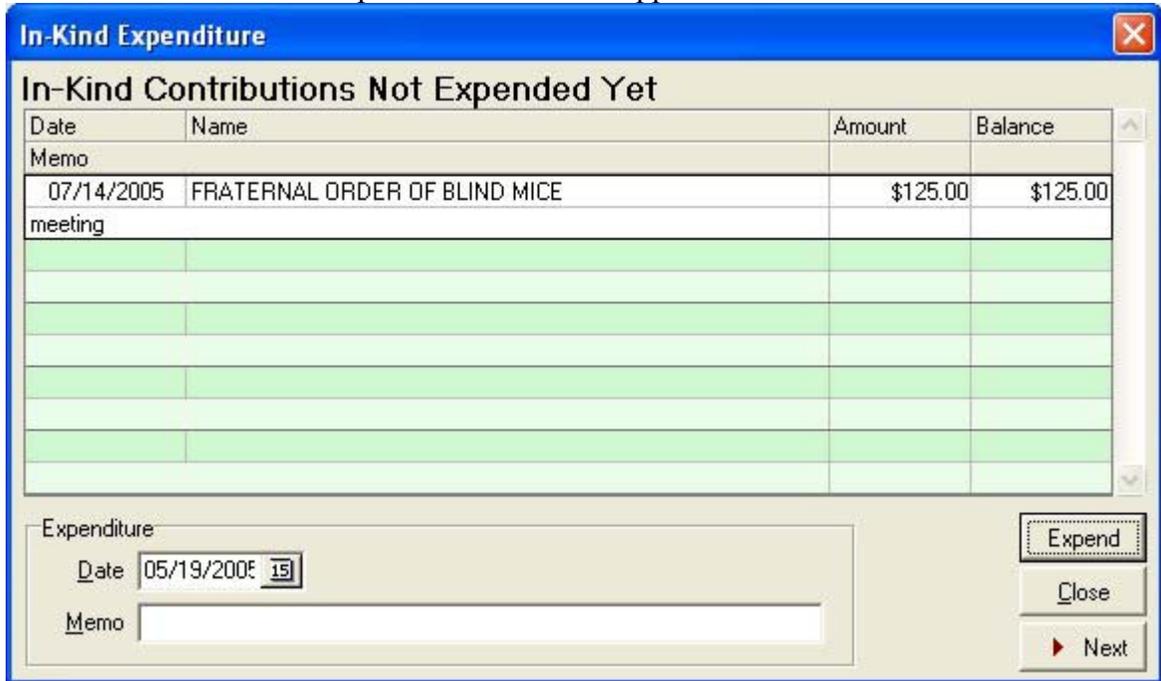


## Expending In-Kind Contributions

Some in-kind contributions are expended as soon as they are received. See the section titled **In-Kind Contributions** (page 93) for instruction. To record the use of in-kind contributions that were not expended immediately, will be recorded here.

In the main window, click on **Transactions, Expenditures, In-Kind Expenditure**

The In-Kind Contributions Not Expended Yet window appears



Highlight the in-kind contribution you wish to expend by clicking on it

Enter date goods or services expended

Click **Expend**



## Independent Expenditures

Independent expenditures are defined in A.R.S. § 16-901(14). Committees other than exploratory committees, candidate committees, or \$500 threshold committees may record independent expenditures using the software.

Independent expenditures increase the Independent Expenditures account (account #410) and decrease the Committee Equity account (account #100). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

In the main window, click on **Transactions, Independent Expenditure**

The Independent Expenditures window appears

If this purchase is from an existing vendor, click the pull down arrow  in the Vendor box and select a vendor by clicking on it

If this payment is going to a new vendor, type in the vendor name

An information window appears

Click **OK**



The **Vendor** information window appears

Fill in the information

Click **OK**



Back in the Independent Expenditures window, enter the date, amount, and a description of the goods or service purchased, pressing the TAB key between fields.

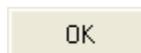
Click the button  next to Benefited or Opposed, depending on if the expenditure benefited or opposed the candidate.

If this is not a new candidate, click the pull-down arrow  in the **Name** box from the pull-down list

If this is a new candidate, type in the candidate name

An Information window appears

Click **OK**



The Candidate window appears

**Candidate**

Reportable Information (Required)

LAST, FIRST MI

Name BEGOOD, JOHNNY

Address 4 CROSSROADS

Address2

City PHOENIX St AZ Zip 85001

Phone ( ) - (Private)

Candidate Info

Elec Year Office

OK

Cancel

Fill in the information, pressing TAB between fields

Click **OK**



Back in the Independent Expenditures window

Click **OK** to finish



## Contributing To Other Committees

### Contribution limits apply to contributions to other committees

There are two different contribution limits for two distinct types of committees. A committee that is commonly referred to as a “PAC” (Political Action Committee) is actually a non-candidate committee, and gives at the lower limit. A “Super PAC” is a non-candidate committee certified by the Secretary of State to give at the upper limit. See A.R.S. § 16-905(A)(B) for contribution limits. The Secretary of State adjusts these limits biennially.

**The requirements needed by a committee to be a Super PAC are listed in A.R.S. § 16-905(I). Copies of a Super PAC’s certification from the Secretary of State must accompany any contributions to other committees.**

Contributions to other committees increase the Other Disbursements account (account #440). Entries to this account can be viewed and edited; see the section on [Viewing and Editing Account Entries](#) for instructions on how to accomplish this.

## Recording Contributions To Other Committees, Including Candidate Committees

In the main window, click on **Transactions, Contributions, Contribute to**

The Other Disbursements window appears

If you have paid this entity before, click the pull-down arrow  in the **From** box and select the entity name by clicking on it

If this is a new entity, type in the entity name

An Information window appears

Click **OK**



The Select Name Type window appears



Select the type of entity by clicking on the button next to it 

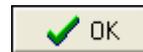
Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the Individual window will appear.

Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Other Disbursements window, enter the date, amount, and description of the disbursement, pressing the TAB key between fields

Click **OK**

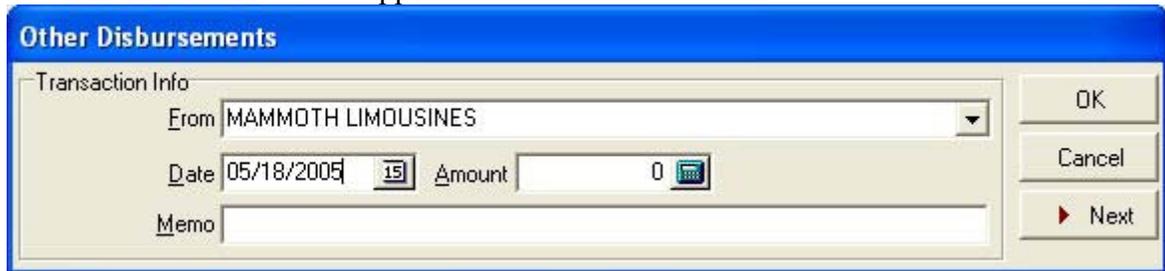


## Other Disbursements

Use this function to record disbursements that are not operating Expenditures. Examples of these disbursements may include non-essential goods or services received by the committee. This function increases the Other Disbursements account (account #440) and decreases the Committee Equity account (account #100). Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

In the main window, click on **Transactions, Other, Disbursements**

The Other Disbursements window appears



If you have paid this entity before, click the pull-down arrow  in the **From** box and select the entity name by clicking on it

If this is a new entity, type in the entity name

An Information window appears



Click **OK**



The Select Name Type window appears



Select the type of entity by clicking on the button next to it 

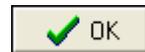
Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the Individual window will appear.

Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Other Disbursements window, enter the date, amount, and description of the disbursement, pressing the TAB key between fields

Click **OK**



## Loans, Repayments and Interest

According to A.R.S. § 16-906, loans are contributions to the extent that they are unpaid. Therefore, loans made to the committee by persons other than the candidate or his/her family members are subject to contribution limits as defined by A.R.S. § 16-905. Loans made to the committee by the candidate or his/her family members are subject to personal monies notification levels as outlined in A.R.S. § 16-905. The Secretary of State adjusts the limits and levels in this statute biennially. Consult the Campaign Finance Web page at <http://www.azsos.gov/cfs/library.htm> for current limits.

In the software there are four internal accounts that hold loan information. Loans from Candidate account (account #300), Loans from Other Sources account (account #310), Loans Made by Reporting Committee account (account #320), and Loan Interest account (account #420).

Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

## Receiving Candidate Loans

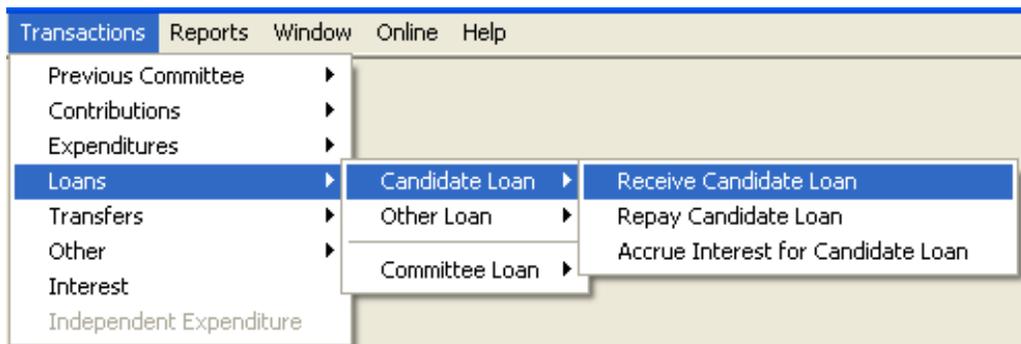
### A note about candidate loans

This is where to record loans made by a candidate to their exploratory or candidate committee. Other types of committees should not use this function.

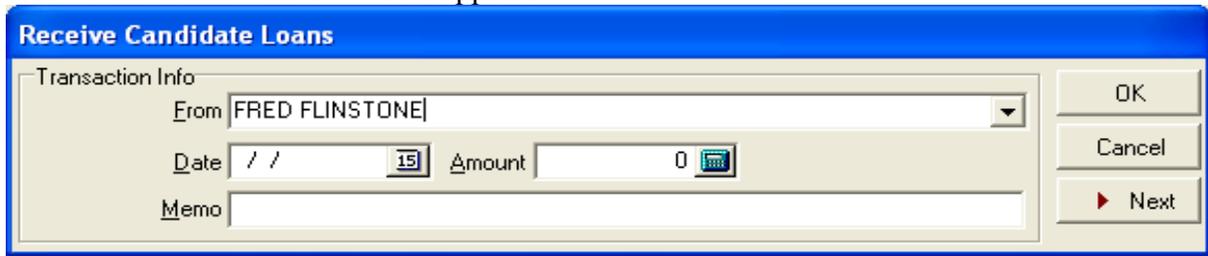
Entries of candidate loans increase the Loans from Candidate account (account #300) and the Committee Equity account (account #100).

## Recording Candidate loans

In the main window, click on **Transactions, Loans, Candidate Loan, Receive Candidate Loan**



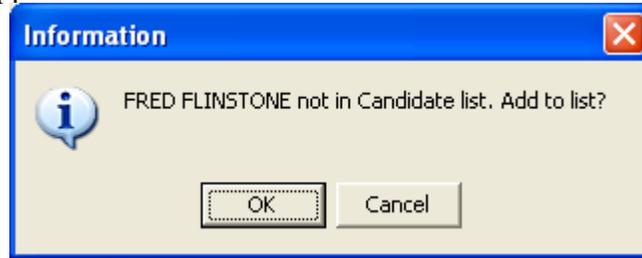
The Receive Candidate Loans window appears



If this is not the first time you have referenced this candidate, click the pull-down arrow  in the **From** box and click the candidate name.

If this is the first time you have used this function, enter the candidate name in the **From** box

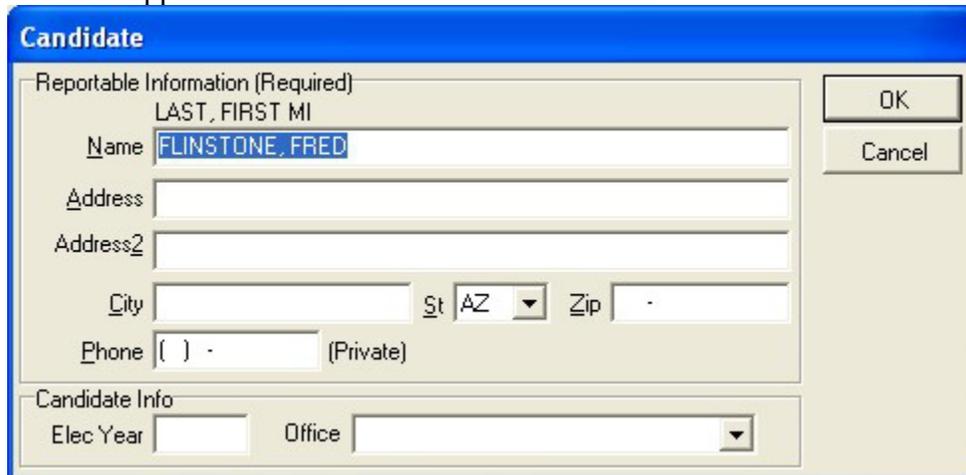
An Information window appears



Click **OK**



The Candidate window appears



Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Receive Candidate Loan window, enter the date and amount of the loan, pressing the TAB key between fields.

Click **OK**



## Repaying Candidate Loans

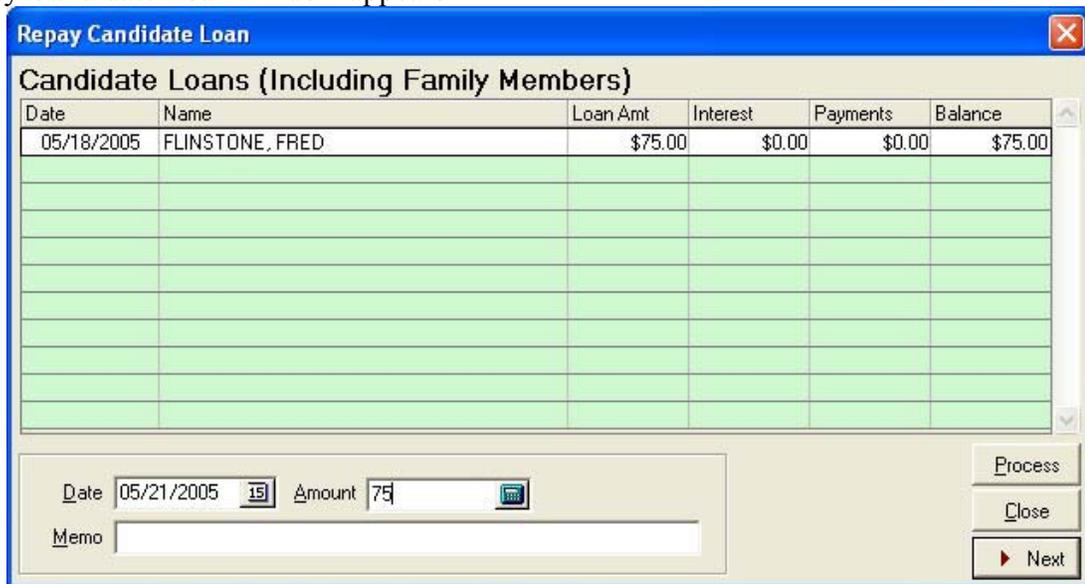
### A note about repaying candidate loans

Repayments of candidate loans decrease the Loans from Candidate account (account #300) and the Committee Equity account (account #100).

### Recording repayment of candidate loans

In the main window, click on **Transactions, Loans, Candidate Loan, Repay Candidate Loan**

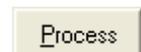
The Repay Candidate Loan window appears



Select the loan that you wish to make a payment on by clicking on it

Enter the date and amount of the payment, pressing the TAB key between fields

Click **Process**



## Accruing Interest For Candidate Loans

In the main window, go to **Transactions, Loans, Candidate Loans, Accrue Interest on Candidate Loans**

The Enter Accrued Interest for Loan window appears

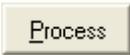
Date	Name	Loan Amt	Interest	Payments	Balance
08/25/2005	MY BANK	\$2,100.00	\$0.00	\$0.00	\$2,100.00

Date:  Amount:  Memo:

Select the loan that you wish to accrue interest by clicking on it

Enter the date and amount of interest along with any comment on memo line

Click **Process**



## Receiving Non-Candidate (Other) Loans

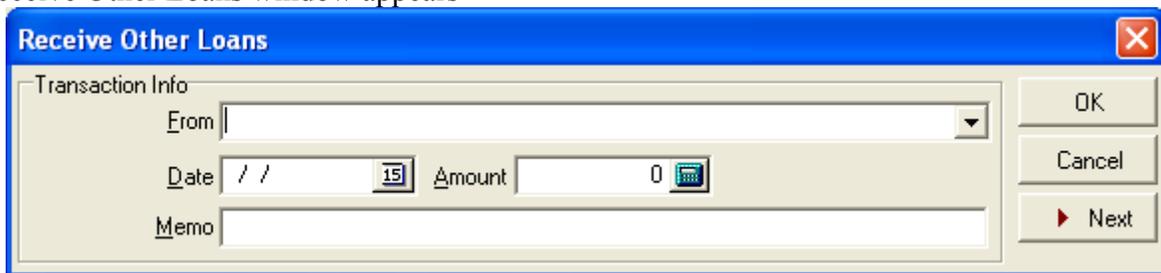
### A note about non-candidate loans

Entries of non-candidate loans increase the Loans from Other Sources account (account #310) and the Committee Equity account (account #100).

### Recording non-candidate loans

In the main window, click on **Transactions, Loans, Other Loan, Receive Other Loan**.

The Receive Other Loans window appears



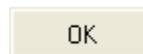
If this is not the first time you have received loans from this lender, click the pull-down arrow  in the **From** box and click on the lender name

If this is the first time you have received loans from this lender, enter the lender name in the **From** box

An **Information** window appears



Click **OK**



The Select Name Type window appears



Select the type of entity for the lender by clicking on the button next to it 

Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the ***Individual*** window will appear.

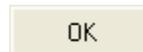
Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Receive Other Loans window, enter the date and amount of the loan, pressing the TAB key between fields

Click **OK**



## Repaying Non-Candidate (Other) Loans

### A note about repaying non-candidate loans

Repayments of non-candidate loans decrease the Loans from Other Sources account (account #310) and the Committee Equity account (account #100).

### Recording repayment of non-candidate loans

In the main window, click on **Transactions, Loans, Other Loan, Repay Other Loan**

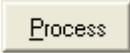
The Repay Other Loan window appears

Date	Name	Loan Amt	Interest	Payments	Balance
01/05/2005	PEPPES' FINANCIAL PALACE	\$1,500.00	\$0.00	\$0.00	\$1,500.00

Select the loan that you wish to make a payment on by clicking on it

Enter the date and amount of the payment, pressing the TAB key between fields

Click **Process**



## Accruing Interest For Non-Candidate Other Loans

In the main window, click on **Transaction, Loans, Other Loans, Accrue Interest, Other Loan**

The Enter Accrued Interest For Loan window appears

Date	Name	Loan Amt	Interest	Payments	Balance
01/05/2005	PEPPES' FINANCIAL PALACE	\$1,500.00	\$15.00	\$0.00	\$1,515.00

Date: 04/26/2005    Amount: 15

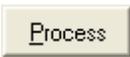
Memo: \_\_\_\_\_

Buttons: Process, Close, Next

Select the loan that you wish to make a payment on by clicking on it

Enter the date and amount of the payment, pressing the TAB key between fields

Click **Process**



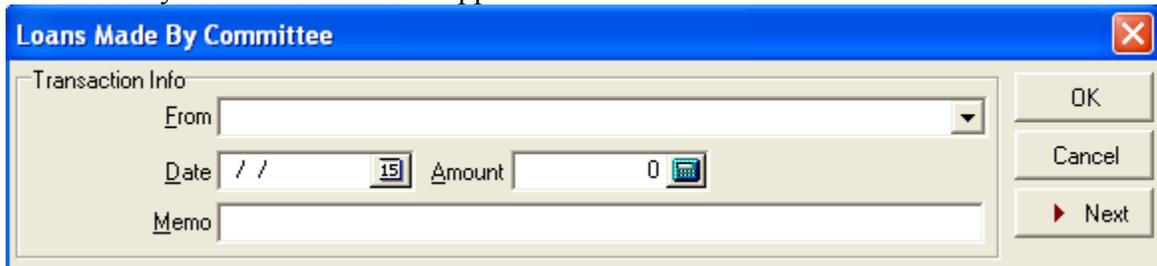
## Making Committee Loans

Candidate or exploratory committees must not make loans to other candidate or exploratory committees, with exceptions described in A.R.S. § 16-905(H).

Loans made by the committee increase the Loans Made by Reporting Committee account (account #320) and decrease the Committee Equity account (account #100).

In the main window, click on **Transactions, Loans, Committee Loan, Make Loan**

The Loans Made By Committee window appears



If the recipient is already in the names list, click the pull-down arrow  in the **From** box and click the recipient name on the pull-down list

If the recipient is not in the names list, enter the recipient name in the **From** box

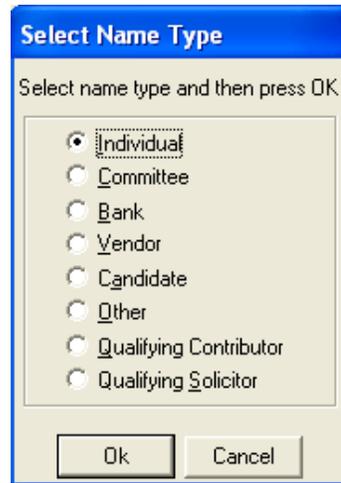
An Information window appears



Click **OK**



The Select Name Type window appears



Select the type of entity for the recipient by clicking on the button next to it 

Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the *Individual* window will appear.

Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Loans Made By Committee window, enter the date and amount of the loan, pressing the TAB key between fields

Click **OK**.



## Transfers of Funds

These transfer functions record transfers of funds from one committee to another that are not contributions. For instance, a committee may wish to transfer funds from a previous committee to a subsequent committee at any time during the election cycle, or two or more committees may host a joint fundraising effort and need to split the proceeds later.

Prompts in the transfer functions will ask the operator for the committee ID of the sending or receiving committee. If the committee does not have an ID issued by the Secretary of State, enter the ID issued by a local jurisdiction.

There are two accounts that hold transactions regarding transfers of funds: transfer to another committee account (account #600) and transfer from another committee account (account #610). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 64) for instructions.

### Transfers To Another Committee

This function decreases the Committee Equity account (account #100) and increases the Transfer To Another Committee account (account #600).

In the main window, click on **Transactions, Transfers, To Another Committee ID**

The Transfer to Another Committee window appears

If the receiving committee is already in the names list, click the pull-down arrow  in the **From** box and click on the name of the receiving committee

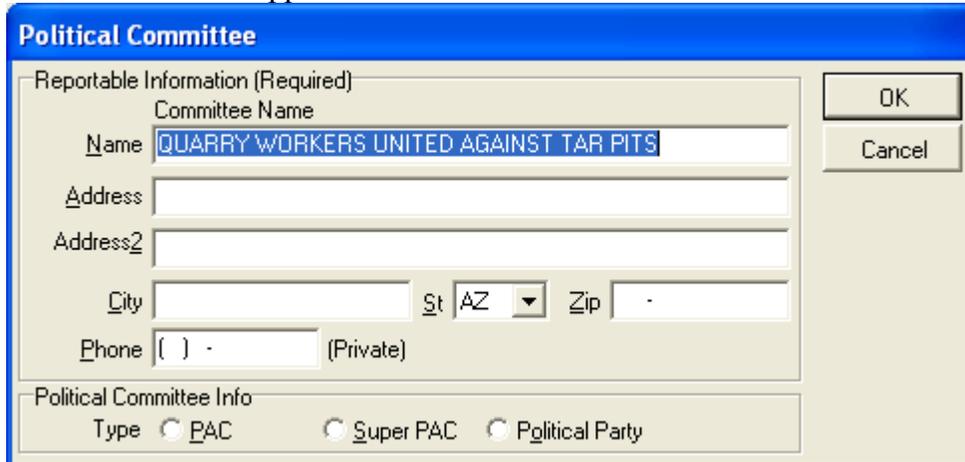
If the receiving committee is not in the names list, enter the committee name in the **From** box

An Information window appears

Click **OK**



The Political Committee window appears

A screenshot of a software window titled "Political Committee". The window has a blue title bar and a light beige background. It is divided into two main sections. The top section is titled "Reportable Information (Required)" and contains several input fields: "Committee Name" with the text "QUARRY WORKERS UNITED AGAINST TAR PITS" entered; "Address"; "Address2"; "City"; "St" with a dropdown menu showing "AZ"; "Zip"; and "Phone" with a "( ) -" prefix and "(Private)" label. The bottom section is titled "Political Committee Info" and contains three radio buttons labeled "PAC", "Super PAC", and "Political Party". On the right side of the window, there are two buttons: "OK" and "Cancel".

Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Transfer To Another Committee window, enter the date and amount of the transfer, along with any remarks, pressing the TAB key between fields

Click **OK**



## Transfers From Another Committee

This function increases the Committee Equity account (account #100) and the Transfer from Another Committee account (account #610).

In the main window, click on **Transactions, Transfers, and From Another Committee ID**

The Receive Transfer From Another Committee window appears

If the sending committee is already in the names list, click the pull-down arrow  in the **From** box and click on the name of the sending committee

If the sending committee is not in the names list, enter the committee name in the **From** box

An Information window appears

Click **OK**

The Political Committee window appears

Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Receive Transfer From Another Committee window, enter the date and amount of the transfer, along with any remarks, pressing the TAB key between fields.

Click **OK**.



**NOTE: Also see section on Transfer Previous Committee Surplus**

## Submittal of Qualifying Contributions to CCEC Fund

When a committee submits an application to receive participating funds, it writes a check for the amount of \$5 Qualifying Contributions it has received. Use this function to record that event.

In the main window, click on **Transactions, Contributions, Qualifying Contributions** and **Submit \$5 Qualifying Contributions to CCEC Fund**

The Submit \$5 Qualifying Contributions to CCEC Fund window appears



Submit \$5 Qualifying Contributions

Transaction Info

Date 06/04/2006 Amount 1,260

Memo to record check written to CCEC fund

OK

Cancel

Next

Enter the date and amount of the transfer

Click **OK**



## Campaign Finance Reporting Dates <sup>1, 2.</sup>

### 2006

*Pursuant to A.R.S. §§ 16-913(B),(C) and 16-916(D)*

<b>NAME OF REPORT</b>	<b>TIME PERIOD COVERED IN REPORT</b>	<b>REPORT DUE BETWEEN</b>
January 31 report	Nov 23, 2004 through Dec 31, 2005	Jan 1 and Jan 31, 2006
June 30 report	Jan 1, 2006 through May 31, 2006	June 1 and June 30, 2006
Pre-Primary report	June 1, 2006 through Aug 23, 2006	Aug 24 and Aug 31, 2006
Post-Primary report	Aug 24, 2006 through Oct 2, 2006	Oct 3 and Oct 12, 2006
Pre-General report	Oct 3, 2006 through Oct 18, 2006	Oct 19 and Oct 26, 2006
Post-General report	Oct 19, 2006 through Nov 27, 2006	Nov 28 and Dec 7, 2006

<sup>1.</sup> *This table does not include additional filing deadlines provided for by the Citizens Clean Elections Act. Please see Title 16, Chapter 6, Article 2, available from the Secretary of State's Office and materials provided by the Citizens Clean Elections Commission.*

<sup>2.</sup> *This table does not include additional filing deadlines in effect for standing political committees as required by A.R.S. §16-913(K). Please visit [www.azsos.gov](http://www.azsos.gov) or call 602-542-8683 for specialized table.*

Issued by  
**Janice K. Brewer**  
Arizona Secretary of State

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## **Campaign Finance Software, Handbook of Instructions**

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